

To: Miss Helene Rogers, Assistant State Librarian
Miss Margaret C. Norton, State Archivist

Subject: Report upon the 1947 Annual meetings of the
Society of American Archivists and the American
Association for State and Local History held September
3 3,4,5, at the Colorado Hotel, Glenwood Springs, Colorado
a and September 6 & 7, Denver, Colorado.

Hosts of the convention were as follows:

State Historical Society of Colorado
Denver and Rio Grande Western Railroad Company
Denver Public Library
Glenwood Springs Chamber of Commerce
Glenwood Springs Lions Club

Lester J. Cappon, Secretary of the Society of American Archivists opened the first meeting on Wednesday morning at 10:00 o'clock. "Problems of International Archival Agencies" was the subject for discussion.

Dr. Arthur H. Leavitt, Archivist of the United Nations Relief and Rehabilitation Administration presented the first paper, "UNRRA Archives Around the World". I had made the mistake of sitting near a window and the noise from outside made it impossible to hear Dr. Leavitt. Before the next paper I moved away from the window.

Dr. Robert Claus, Archivist of United Nations gave an interesting account of the meetings of United Nations. He described the recordings of the speeches of each of the speakers. The translation of the speech is made in several languages so that the delegates may listen to the translation while the speaker is delivering the speech in his original language. The matter of translation is very important and must be quite accurate. There must be no misinterpretation of the meaning of the speech by the delegates. These records are important archives of the United Nations.

In the beginning of this report I neglected to say that sessions were held at 10:00 o'clock in the morning, 12 noon, 2:30 in the afternoon and following the dinner at 7:00 in the evening. About one hundred people registered.

Dr. Sharon J. Buck, National Archivist and President of the Society of American Archivists presided at the first luncheon meeting. Senator Aspenwall delivered the Address of Welcome in the absence of the Hon. William Lee Knous, Governor of Colorado.

Prof. George Simpson, Archivist of the Province of Saskatchewan, Canada gave his paper on the "Archives of Canada". His logical arrangement of the history and development of the archival collections of each of the provinces of Canada made his paper easy to follow. He began by saying that the work of an archivist was based upon three senses: 1. Sense of tidiness; 2. Sense of tradition; and 3. Sense of crisis.

He then proceeded to give a brief history of each of the archival collections in the provinces pointing out their weaknesses as well as their strong points. His own sense of

"tidiness" was well demonstrated in the careful and logical arrangement of his subject matter.

Novia Scotia was the first province to establish a well organized archival agency. New Foundland is not so well organized. The New Brunswick museum is the oldest in Canada and contains much archival material. Prince Edward Isle has preserved some historical records but has no feeling of the necessity of archival records. "Rather smug and self-sufficient" says Prof. Simpson.

Quebec, with its many Frenchmen, has a strong sense of historical tradition and values records of the past. They have many church foundation records as well as provincial records. The Quebec Archival office was established in 1905. Much of the information gathered has been published.

"Territorial and International Archives" was the subject for the afternoon session. Dr. Ernst Posner, Dean of the American University was the presiding chairman.

Miss Maud Jones, Archivist of the Territory of Hawaii, who was scheduled to present a paper on "The Hawaiian Territorial Archives in the War" missed her plane connections by ten minutes, in San Francisco and was delayed a whole day. She arrived at Glenwood Springs by bus from Denver on Thursday. A beautiful hat of white carnations was sent her by Hawaiian friends. She most graciously decorated Dr. Buck with it, who seemed a bit fussed by such attention.

In her paper, which she read on Thursday afternoon, she told of the use made of their documents during the war. How carefully records were kept of the location of certain documents which had to be moved. The Archivist was on call at all times and many times material or information was supplied late at night or during a black out with only a flash light to search with. Fortunately all records were preserved and are again in their respective places in the archives of Hawaii.

Miss Jones is gracious and charming. Her family have lived in Hawaii many years and she is vitally interested in the heritage of the territory.

Mr. Philips Brooks read a paper scheduled for Thursday in place of Miss Jones' paper on Wednesday. Mr. Brooks read a paper prepared by Daniel F. Noll, of the National Archives on "Legal Aspects of Microphotographed Business Records". This paper showed the trend of the times to the use of microphotographed records, either as enlarged photos or projected upon a screen as evidence in court.

To get back to International archives Dr. Oliver W. Holmes, of the National Archives, started much discussion with his paper presenting "Plans for an International Organization of Archivists". The paper resolved itself into a report upon eighty-seven or eight letters which Dr. Holmes had sent as a result of the proposal of an international organization at the meeting last year. These letters were sent to archivists in the Latin American, western European and English speaking countries. Replies were more formal

than the committee had expected, due perhaps to the signature of Dr. Buck as Archivist of the National Archives of the United States. With Dr. Buck's signature to the letter both Dr. Holmes and Dr. Buck agreed that foreign archivists felt that an official reply was necessary and therefore replies to the questionnaire will be delayed.

The discussion of an international association was continued at the roundtable concerning "A Proposed Archives for UNESCO". Ben M. Cherrington, Director of the Social Science Foundation of the University of Denver presided at the roundtable with Dr. Solon J. Buck, Archivist of the United States, Dr. Ernst Posner, Dean of the Graduate Division, of the School of Social Sciences and Public Affairs, of the American University, Prof. George Simpson, Archivist, of the Province of Saskatchewan, Canada, Herbert O. Brayer, Consultant in Archives UNESCO and Oliver W. Holmes of the National Archives were members of the panel. Dr. Robert Claus, Archivist of United Nations and Dr. Arthur H. Leavitt, Archivist of UNRRA lead the discussion from the floor.

Attached to this report, is a copy of the "Suggested Outline for an Archives Program for UNESCO". This program was the bases for discussion of the panel. I think I was more impressed by the reactions of these leaders to the discussion than to the panel itself. Dr. Posner's comments showed that he is interested in the student, the young or new archivist in having an important part in the organization. He wants UNESCO to make it possible for the "small fry" to attend meetings and not an organization for "Brass Hats" only. Dr. Buck and others felt that some provision should be made to make archival records, everywhere, made available to all scholars on equal terms. Dr. Posner's background and experience places him in a position to know whereof he speaks. The exchange of ideas and expressions of personalities made this afternoon and evening program one of the most colorful and lively meetings of whole conference.

Much theory and the many proposed programs left one in some what of a fog as to just what had been accomplished in the past. Just how UNESCO will finance or organize an international archival organization is not quite clear to me, nor was to those who are "in the know" so far as I could see. Mr. Brayer's vague plan of scholarships or fellowships and exchange students, etc. seemed to lack any definite financial support. Just who would finance and just where the money was coming from was not very clearly explained.

After all of the discussion I thought the presiding chairman was most tactful and diplomatic when, summoning up the evening's program, he mentioned that the program of UNESCO covered many things of which archives were just one small part.

Thursdays mornings program gave the first flavor of the west when the subject of "Western Archival Activities" were discussed.

Lola M. Homsher, Archivist of the University of Wyoming made a very gracious presiding officer. Her program was well planned with California, Missouri and Oregon the key states.

Dr. George

Dr. George P. Hammond, Director of the Bancroft Library of the University of California gave a splendid account of the Bancroft Library. Although Dr. Hammond has been at the Library only a short time he has a fine appreciation of the collection and knows its scope.

The Bancroft Library was begun in 1852 when, at the age of twenty years Hubert Howe Bancroft came to California during the gold rush. He gathered gold in the form of printed material. He collected wisely and assembled a very fine collection of western, especially California, history. In 1906 the University of California purchased these many carefully selected items to be known as the Bancroft collection.

Dr. Hammond said although the present selections are quite different than these earlier ones they are equally as important. In the past year such items as the "Glenn Ranch" collection of business records of this California ranch; police records of Berkely, from one of the early Chiefs of Police; private letters of the governors of California, before the Hiram Johnson regime; and boat records, for the years from 1849-70, from the city of San Francisco which gives a true picture of shipping in and out of California for that period. A picture collection of California and other collections have been added.

"Planning and Building a Manuscript Collection in Missouri" was the title of the paper read by William Francis English, of the University of Missouri. Dr. English is gathering manuscripts which reveal a very interesting and vital part of the life of the people of this area. The collection stresses the plains area and the life of the people. Some dairies, some small series or collections but all part of the heritage of Missouri.

David Duniway, Archivist of the State of Oregon is so enthusiastic that even his manner is refreshing. His soft, clear voice holds ones attention. His talk outlined the history of the Department of Archives in Oregon. He traced the history of the bills establishing the department and spoke of their present problems, lack of funds, space and staff.

The luncheon meeting on Thursday was the first joint meeting of the two associations, namely Society of American Archivists and the American Association for State and Local History. S.K. Stevens, President of the American Association for State and Local History presided. The subject of this session was "Some Aspects of the Training of Special Personnel for Park and Museum Positions with Emphasis on the Use of Archival and Historical Materials".

Participants in this session included Ronald S. Lee of the National Park Service, David C. Duniway, Archivist of Oregon and others. The purpose of the discussion was to show the necessity of archival and historical agencies to cooperate and work together. One person can not possibly know everything but in training personnel for these special positions they must be taught which agency to consult. Mr. Lee spoke of excavations which were being made and the only artifacts found were pieces of glass. He pointed out the need for specialists on the staff who could trace these pieces of glass and thereby establish the age of the excavation, or determine whether was the glass was of an early period or of recent manufacture.

Mr. Lee also recommended fellowships to encourage the study of physical sources of historical material. Some organized effort should be made to help study of historical places and restoring of the same, additional conferences in various areas, attended by specialists in special fields, to help graduate students utilize material excavated at diggings. An archaeological plus anhistorical approach is needed.

David Duniway stressed the need of tools which would give the archivist, as well as the historian, an historical background or information concerning material received. For example, a history of military uniforms had been helpful in recognizing and classifying military artifacts. As a bibliography of the history of paper, watermarks, etc. is helpful in the study of printing so would bibliographies on various subjects be helpful to the archeologist and archivist in classifying material found.

In his delightful, youthful enthusiasm Mr. Duniway told of the woman who was asked to dedicate one of the liberty ships. At first she refused but when she learned that so many of her friends were eager to dedicate a boat she thought perhaps she was making a mistake and so accepted. The day of the launching arrived, the ceremonies went off in perfect precision and as she leaving the platform the master of ceremonies said to her, "Now, you see it wasn't so difficult", "No", answered the woman, "but I didn't know I could hit the bottle with the boat."

The afternoon session was devoted to "Special Archival Activities". Miss Helen L. Chatfield, Treasurer of the Society of American Archivists presided at this session. John Adreassen read a paper on the "Archives in the Library of Congress".

Phillip Brooks told us about the "Freedom Train", in the absence of Mr. Frank Monaghan. Every precaution has been taken to insure safety of the hundreds of precious documents which will be displayed on the Freedom Train. Original documents, pertinent to the history of the freedom of the United States, will be on display in this special train which is scheduled to visit every capital of the United States as well as other cities within the next year.

Mr. Emmett J. Leahy's sales talk for the Remington Rand Company lost any appeal it may have had in the shabby and out-of-place stories which he told. I didn't learn much about the "Progress in the Management of Business Records".

At the business meeting of the Society of American Archivists, held following the afternoon session, the following officers were elected:

President: Dr. Christopher Crittenden

Vice Pres. Herbert C. Brayer

Treasurer: Helen Chatfield

Secretary: Lester J. Cappen

Council members: Karl L. Trever and Oliver W. Holmes

Members and guests of the two associations in convention were invited to attend the dedication of a historical marker at the corner of the Glenwood Springs Post Office. This marker built of native stones, about three feet square at the base and tapering up to the height of about four feet, was erected by the State Historical Society of Colorado and the Lions Club of Glenwood Springs. A bronze plaque, placed on the face of the marker, gives a brief history of the city of Glenwood Springs. This marker though small and simple in its structure stands as a dignified reminder of the beginning of Glenwood Springs.

The real "spirit of the west" descended upon the dignified archivists and historians at the "steak barbecue". Members of the Chamber of Commerce and the Lions Club furnished transportation and all the food we could eat. This jolly occasion took place at Grizzly Park about six miles out of Glenwood Springs. We rode through the Colorado river canyon, east of Glenwood Springs, and then about half-way up a smaller canyon along a rushing mountain creek. The one way road lead into a clearing where the members of the Lions Club fried hamburgers over an open fire.

Well fortified with hamburgers, buns, pickles, mustard, catsup, onions, tomatoes, potato chips, coffee, made in a tin can, beer, cooled in the mountain stream, for those who wished it and ice cream bars for dessert, we witnessed the "hanging of Danny Walker", a gruesome sight, but not too realistic. We sat around a huge campfire while we sang western songs and listened to tall tales of the west. An "Old-man-of-the-mountain" related a few tales but Dr. Davidson, President of the Colorado Folk Lore Association and Director of the State Historical Society of Colorado really kept us in "stitches". He unraveled tale after tale with no stopping. The party broke up when some of the Colorado folks complained about the cold, those of us more hearty from the east thought it delightfully cool. Pine trees, aspens, with a few yellow leaves of fall, wild flowers, the clear, cool rushing mountain stream, the sky, bright with stars, fellowship and friendship made the evening a perfect one. Such social contacts prove that historians as well as archivists are real people and not "dead file clerks". Thus ended Thursday.

Friday morning was devoted to the subject of "Publications and Manuscripts". Dr. Colin B. Goodykoontz, of the University of Colorado and Director of the State Historical Society of Colorado presided.

Launcester Pollard, Superintendent of the Oregon Historical Society presented a practical paper on "A Publication Program for State and Local Historical Associations". He stressed the point that documents for publication should be planned and not just made up of what ever material one might have on hand. He suggested a series of survey articles covering different subjects relating to the particular area in which

the membership is interested. Such subjects as transportation, ghost towns, horse racing and others were suggested.

Mr. Pollard also pointed out that sometimes an editor doesn't get what he asks for but finds the article he does receive more interesting and important than that for which he asked. He demonstrated by telling about the governor who when asked to prepare an article on a certain phase of the state's history replied he had no time to write such an article. However, he revealed that he had been doing considerable research on the subject of horse racing pertinent to a bill introduced in the legislature, concerning horse racing in the state. The editor took the cue and suggested that he, the governor, give him some of the material. The governor prepared two very fine articles on horse racing. These two historical articles were part of a series of articles on the subject printed in the historical journal of the state's historical society.

Mr. Pollard also suggested that perhaps research funds be used to pay research workers to gather material. The research worker to receive a royalty on publications which prove popular. He also listed some of the books on such subjects as History of counties, history of medicine in Oregon, Biographies, Names, Cattle Industry and histories of ghost towns which had been or were to be published by the Oregon Historical Society. Some of these will have popular appeal while others will be limited in their distribution.

Mr. Jay Monaghan, Secretary of the Illinois State Historical Society, State Historian and Librarian of the Illinois State Historical Library was the next speaker. Mr. Monaghan has spent many years in and around Glenwood Springs. He opened his talk by saying as he walked with historians and archivists through the halls of this historic Colorado Hotel there walked with them the spirit of three men of history, Theodore Roosevelt, Tom Mix and "Diamond Jack". Theodore Roosevelt, who used this as headquarters for many of his hunting trips and from which originated the name of the party of which he was leader, "Buhl-Moose". "Diamond Jack" a very wealthy leader of the Janitor's Union of Chicago came here to play cowboy.

Mr. Monaghan gave a splendid talk on "The Improvement of Historical Magazines". He conducted a survey in his own office and had noted the results as the bases for this talk. He placed a magazine rack, with a number of historical association publications and noted the reactions of members of his staff and others to the types of periodicals there displayed. From this survey he made the following deduction, "Aim the cover to a reader, aim the inside to the reader you want."

Mr. Monaghan displayed a number of publications to illustrate his talk. Publications with colored covers, special eye appeal, some with and some without titles on the cover, those too large, and those too small, too thick, too thin, those with pictures on the cover and those without were used to illustrate

In the discussion, following the talks Mr. Cappen suggested that some consideration be given the typography of historical publications. Change of typography does have eye appeal and it may be of interest to use the typography of the kind used in the period of which the article is relating.

Mr. Monaghan cautioned about attracting the wrong kind of people to the publication. This, he illustrated, is beyond the control of the editor and not his intention. He illustrated by telling about the old cattle man who was hired to take care of the water hole during the winter. There were several hot springs in the neighborhood and to add a little variety to the winter's work Mr. Monaghan suggested that he develop these hot springs and in the summer they would promote them and people would come to the springs. Mr. Monaghan was to supply the material to improve the area and money they made would be shared. The winter was long and one day, in the spring, a chinook arrived clearing the pass and Mr. Monaghan and his aid started up to the camp. They had stopped to prepare their lunch and with the first bit of smoke to rise from their fire ~~when~~ over the ridge they saw a man and a horse riding for dear life. They wondered what had happened. It wasn't long before the rider rushed into camp, jumped from his horse and hastily explained he had been to the spring and "seeing dirty clothes hanging on the bushes nearby looked into the spring and found a whole lot of Indians up to their chins enjoying the hot spring". "Jim", he shouted "You're a-sendin' the wrong kind of people to our spa".

Friday afternoon it was my pleasure to visit Redstone, Colorado. Redstone, a small village about 28 miles south of Glenwood Springs is in the valley of the Crystal River. This village, located in a setting of incomparable beauty, was originally built as a private estate at a cost of almost \$2,000,000, by Mr. Osgood. Operated coke kilns, the remains of which line the river for a half or three-quarters of a mile. Houses were built for the workmen and an inn for business guests. Supplies were brought in on Mr. Osgood's private railroad. Redstone Inn the private home of the Osgoods is about a mile south of the village. This interesting home, built in the heart of the mountains contains 40 rooms. The court yard, which is enclosed with wrought iron gates, has ornamented wings, on the side walls, where twenty-four horses could be hitched or tied at one time.

The interior of the house is beautifully decorated with hand carved furniture, oriental rugs, silk damask drapes and wall coverings, crystal chandeliers as well as heavy velvet drapes and curtains. The walls of the library are covered with elephant hide, embossed in gold leaf. Hand wrought gas fixtures, which are now electric, light the room. Beautiful walnut panelling and walnut furniture furnish the room. Large picture windows look out over the beautiful mountains which surround the house. Pine trees and aspens cover the mountain sides. I have never seen so many aspens,

groves of them as we drove toward the estate following the road beside the crystal river. Mountain streams are so musical and friendly. The setting and the house speaks well for Mr. Osgood's love of beauty and the unusual. A picture window, almost thirty feet high, built in three sections, makes the living room or great hall seem a part of the mountain. More beautiful wood work, mahogany, in this room and black walnut in the dining room.

Large fireplaces are found in every room. A circular porch, completely enclosed by windows, makes a perfect setting for breakfast, lunch or dinner. The bed rooms on the second floor have wall coverings of flowered chintz. The mistress suite has the circular sitting room.

This Inn, which might be called the crystal palace, with its many windows, is now used as a guest ranch. Today the Inn, which was patterned after a famous Holland inn, is unique in that it combines all the activities of a resort hotel with the charming informal atmosphere of a country estate.

The game room opens, on the ground level, unto a lovely terrace which extends across the front of the house and down toward the river. A rattling, comfortable chairs and the mountains intrigued us and made us wish we were staying on a while.

The driver of our car was eager for us to see a new pass which had just been completed over the mountains, located about four miles below Redstone. As we gazed at ~~the~~ what appeared to be a narrow trail, winding back and forth with hairpin turns on the side of the mountain, up and up we were glad we did not have to return to Glenwood Springs by this new road. Our driver was proud of the achievement of the engineers who had built this new highway. A new pass over the mountain.

We had to hurry back to Glenwood Springs to arrive in time for the joint dinner. LeRoy R. Hafen, Executive Director of the State Historical Society of Colorado presided at the dinner. The President of the American Association for State and Local History, S.K. Stevens delivered the presidential address. Mr. Stevens is the state historian of the Pennsylvania Historical and Museum Commission.

The confusion of the hotel waitresses, the pushing of tables through the room to the main dining room, the breaking of dishes and rattling of those not broken seemed, a speciality of this hotel, and certainly made it impossible to hear Dr. Stevens.

Hidden talents of archivists were displayed by Miss Sinclair, Librarian of the State Historical Society of Utah, and Mr. Cappen, Secretary of the Society of American Archivists when they presented a musical program. Miss Sinclair has a lovely voice and her artistry was complimented by Mr. Cappen's professional accompaniment.

Miss Sinclair, Mr. Peterson of Iowa and Mrs. Virgil Peterson of Denver had given a sample of the musical talent of archivists on Thursday night following the "steak barbeque". A delightful informal musical program of songs was given in the hotel dining room.

Following Dr. Stevens address and the songs by Miss Sinclair at the Friday night dinner, a recently completed movie in colors depicting "The Story of Colorado" was shown. The commentary for the movie was supplied by James Rose Harvey, Assistant State Historian of the State Historical Society of Colorado. This delightful movie, colorful and informative, is used as part of the historical education program of the Colorado Historical Society. It is to be used in the schools and before civic organizations throughout the state to present the history of the state and to interest the people of the state in using the services of the historical society.

Before I leave the setting of the convention I would like to mention some of the people whom I met and with whom I had some conversation concerning the work of an archivist.

I was fortunate in meeting, Dr. Solon Buck, Mr. McCain, of Mississippi, Dr. and Mrs. Gondos, of Washington and Miss Carrothers of the State Library of Tennessee on the train going out to Glenwood Springs. I found Dr. Buck very genial, Dr. and Mrs. Gondos, who were on their honeymoon, charming. Miss Carrothers saw quite a lot of each other throughout the convention. Miss Carrothers and I discuss cataloging. Her library, being a state library and one which uses Library of Congress cards for catalog entries.

Miss Sinclair, who sat next to me at the first luncheon, and I discussed Name Files, classification and cataloging of archives. Her Name File is divided into a number of units. Each group of names, service records of World War I and II, census records, etc. are kept in a separate file. It seems to me that our arrangement is much more desirable. All information about each person is found in one place in our files, with cross-references to any additional information found elsewhere.

David Duniway, Oregon State Library, and I exchanged notes on procedures in our respective libraries. How full are our catalog notes, what entries do we make, what classification do we use, etc.? Mr. Duniway feels that some sort of manual should be printed for the use of archivists to use in cataloging archives. He thinks what ever had been done, no matter how small, should be put in print. Perhaps catalogers should have some part in the future programs of meetings of the Society of American Archivists. Some practical suggestions, as well as theories, could be discussed.

I was impressed by Dr. Buck's statement that an up-to-date guide to world archives is needed by archivists. What agencies are there in the world? What are the rules and regulations concerning the use of documents in the various archival agencies? Who are eligible to use the documents in the many agencies throughout the world? All this I interpreted as asking, How and what is each archival agency doing to make their collection available and who is allowed to use the collection.

I thought each session of the meeting was well planned. The various chairmen did a very good job of selecting the right person to present each subject. However, as a cataloger I felt a lack of an exchange of ideas on the methods of cataloging and the making of reference tools. Of course my opinion would necessarily be biased, as well as limited, in that this is the first and only meeting I have ever attended.

Mr. Herbert Brayer, General Chairman of the Convention, Archivist Consultant for UNESCO, Archivist of the State of Colorado, etc. is young and enthusiastic, but my impression is that his enthusiasm is directed toward the betterment of himself rather than the betterment of the profession. Perhaps it was the political thing to do to elect him vice-president, of the Society of American Archivists, but it seemed to me there were a number of young men, present at the convention, who would have been a much better choice. I could be wrong.

I realize all organizations, professional or otherwise, need all kinds of people with all kinds of experiences and with different personalities but with one common purpose to justify their existence. There are always those who are aggressive, those who plan and those who do the work.

The meeting was an inspiration to me to do my work more carefully and to evolve some definite program of procedure as I solve each problem in cataloging, to do more reading in the field of archives and to try to be alert to the progress of the profession. It also made me realize that the field of archives offers a challenge and that it is still pioneering. Nowhere can I get better training than in the Illinois State Library Archives. However, I do hope some time I will be able to attend a special course in the American University, Washington, D.C.

I wish to take this opportunity to thank you Miss Rogers and you, Miss Norton, for the privilege of attending this the eleventh annual meeting of the Society of American Archivists.

To leave Glenwood Springs on Saturday, we were up at 4:00 o'clock to be on time to take the 5:35 A.M. train to Denver. The "Peach Express" of the Denver, Rio Grande and Western Railroad company was quite late and it was almost seven o'clock before some seventy-five or eighty people boarded the "special coach" for Denver. That the D&RG&W has the most scenic route through the Rockies there is no doubt. The scenery is beautiful. One is kept busy moving from one side of the train to the other to be at the most advantageous spot. However, the day was hot the train was dirty, no diesel engine, and by the time we reached Denver we were irritable. To learn that we were on "a tour" when we reached the Cosmopolitan Hotel, in Denver did not improve our dispositions, especially those of us who were traveling first class. We were assigned to our respective rooms and after a cold shower we were ready to proceed with the business at hand. Lunch and a visit to the Colorado Archives and State Museum.

The Colorado Archives, as such, was a great disappointment. One reached the "Vaults" by descending two flights of marble stairs and ascending a steep flight of steel stairs after winding through a basement corridor. The vaults, which have just been remodelled, are made of white glazed brick or rather white tiled walls with cement floors. Fluorescent lights reflected by the white walls made the vaults quite light. New book shelves, on order for almost two years, were not installed. The documents, printed matter almost exclusively, with the exception of one file of correspondence and several boxes of microfilm copies of the Denver newspapers, were piled in neat piles upon brown paper on the floor. A small fumigator and cleaner had just been installed and not yet in operation.

The Assistant Archivist informed us the material was in the process of being cataloged but when we asked to see the catalog we were graciously and tactfully interested in something else. The vaults are spotlessly clean as an operating room and the one file of "Governor's correspondence, inherited from the Governor's office" was the only series which had any resemblance to Archives.

As we waited outside of the building, for a taxi which never came, one of the assistants, young and attractive, who had just shown us through the department remarked, as she came out, "I'll be glad to get home and get on some more comfortable shoes. In my haste to dress at noon, after cleaning all morning, I forgot these shoes were not too comfortable, I'm tired and my feet hurt." We assured her we would not be calling again very soon and complimented her upon the thorough job of cleaning.

We didn't have the feeling that we were any too welcome. In fact I have never visited an institution who supposedly were hosts who gave one the feeling of being "brushed off". Even the heads of the departments seemed annoyed by our presence.

Dr. Hafen, was hurriedly getting his work in order to leave the following day for a year in Scotland. Mr. Brayer was dashing here and there, too busy to be bothered with "small fry" and another member of the staff was impressing a visitor with the amount of money spent for the various dioramas and other exhibits.

We visited their photographic laboratory. They are micro-filming the newspapers of Denver in their own laboratory but the developing is done by a commercial firm. A young girl operates the machine. We did not see any of the catalog entries for these films.

The museum exhibits are rather old fashioned and stuffy compared to our stream-lined up-to-date exhibits of the Illinois State Museum. Before leaving the Museum we dashed up three flights of marble stairs to see the "Tabor Collection" "Baby Doe" had the finest money could buy. The richest laces and finest materials are in the collection of dresses, hats, coats, etc. The baby dresses are especially beautiful with yards and yards of the loveliest lace.

Silver ware and the complete silver service of the battleship "Colorado" is also on display in this room.

Saturday night we attended the joint dinner of the American Association for State and Local History and the State Historical Society of Colorado, the American Pioneer Trails Association and other local sponsoring groups, at the Cosmopolitan Hotel.

We had had enough of speakin' and in as much as Herbert O. Brayer, Director of the Cooperative Project for Research in Western Americana in Europe (Library of Congress and State Historical Society of Colorado) was to speak on "History, Historians and World Reconstruction" we felt it was just too much to take. Mr. Brayer had disappointed us on previous occasions and his glowing promises of Colorado hospitality had fallen short of our expectations so we were not too interested in hearing him speak. However, it has been reported that he was quite subdued and his talk was not too long. Just before the program began we quietly stole out of the side door as did a number of others.

After a good night's sleep we were up and about Sunday morning. We bid farewell to new friends whom we had made as they started off on an all day trip to Central City and Georgetown. Little did we know what the day was bringing for us, what thrills were in store.

We had decided against the all day trip but upon meeting Mr. Dennis Hogan, a cousin of Walter Marquardt we mentioned that we would like to see Georgetown. We left Denver about ten thirty supposedly for Georgetown. But Cousin Dennis thought we should see Central City and so we did. A brief stop at the top of the hill to see the Heller House and the "face on the bar room floor", the interior of the theatre and the garden beside it.

Leaving Central City by the "back stairs" we turned and twisted and rode down the steepest of mountain roads. A real thriller diller for those of us who live on the prairies. Just a mile, says cousin Dennis, but actually about five miles.

Georgetown is a quaint and charming little village nestled down at the foot of the mountains. One reaches it by driving two or three miles, winding along a creek, on the floor of a wide canon. The Hotel De Paris with its cabinet of fine Haviland China and Libby glass, its brass beds and walnut dressers still in use was a contrast to Heller House of Central City.

The Georgetown Courier, the newspaper of the village is still being published by the son of the original editor. The newspaper office has a museum of its own. I peered through the windows hoping to find the editor working over time but he was not there. I did get a copy of the paper from the wife of the gas station proprietor who very kindly went home to get it.

We had lunch at the Grubstake Inn, so named because the Montis, the early proprietors, grubstaked so many miners in the early days. Today the Inn is famous for its mining pasties. A delectable meat pie. The meat is baked in wine and then shredded and mixed with vegetables, potatoes, onion, carrot, etc. This is placed in a pastry shell and baked again. A hot gravy made of the meat juices and wine is served with the pastie. A fresh salad, corn bread, brandied peaches and coffee made an enjoyable meal.

The oldest episcopal church in Colorado was established in Georgetown. The original organ is still in use on special occasions. Several of the original "fire houses" still stand in the village. Three catholic and three episcopal bishops have come from Georgetown.

Several ex-GIs are preserving these historical spots and

planning to restore some others. There is a quaintness about this little village which is most intriguing. We left reluctantly and felt that we must come here again.

The visit to these two cities, Central City and Georgetown, so flourishing in the early days of Colorado, give one a realistic picture of the life in the mining areas of the west at the turn of the century.

The time comes when we must start home. The protection of St. Christopher saw us through the forty-five mile drive through Sunday afternoon traffic into Denver. The ride down the mountain side was nothing compared to the thrills experienced on this ride to catch a four-thirty train out of Denver.

We arrived at the railroad station with about three minutes to spare, boarded the Denver, Rio Grande and Western streamlined "Eagle" bound for St. Louis. A cool, refreshing drink, concocted by the porter revived our nerves and we relaxed to enjoy the ride through the mountains in the evening glow. We hated to bid the mountains good-bye as the sun dropped from view. A strenuous but pleasant convention trip.

Inspiration, information, fellowship and new friendships have given new zest for living.

Miss Rogers you asked for a detailed report. I hope I haven't disappointed you. I trust you have had a few laughs. It has meant a lot to me and I did enjoy being your traveling companion.

Respectfully submitted

Emma M. Scheffler, Cataloger
Illinois State Library Archives

Springfield, Illinois
Sept. 28, 1947

P.S. Attached also is a copy of Miss Dorothy K. Taylor's "The Railroad Runs on Railroad Records". Miss Taylor is the Supervisor of Records and the Denver & Rio Grande Western Railroad. Time did not permit a visit to the D&RGW Railroad records department.

1947

Annual Meetings

of the

Society of American Archivists

and the

**American Association for State
and Local History**



SEPTEMBER 3, 4, 5

GLENWOOD SPRINGS, COLORADO

SEPTEMBER 6, 7

DENVER, COLORADO



Headquarters

State Museum

Denver, Colorado

Officers

Society of American Archivists

SOLON J. BUCK.....	President
WILLIAM D. McCAIN.....	Vice President
LESTER J. CAPPON.....	Secretary
HELEN L. CHATFIELD.....	Treasurer
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American Association for State and Local History

S. K. STEVENS.....	President
EDWARD P. ALEXANDER.....	First Vice President
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HERBERT A. KELLAR.....	Fourth Vice President
EARLE W. NEWTON.....	Secretary-Treasurer
CHRISTOPHER CRITTENDEN.....	Editor, <i>State and Local History News</i>



Hosts

State Historical Society of Colorado
Denver and Rio Grande Western Railroad Co.
Denver Public Library
Glenwood Springs Chamber of Commerce
Glenwood Springs Lions Club



Official Hotels

Colorado Hotel, Glenwood Springs
Cosmopolitan Hotel, Denver

Society of American Archivists

WEDNESDAY, SEPTEMBER 3

Morning Session, 10 A. M.

Convention Hall, Colorado Hotel

Subject: PROBLEMS OF INTERNATIONAL ARCHIVAL AGENCIES

Presiding: Lester J. Cappon

Secretary, Society of American Archivists

"UNRRA Archives Around the World," Arthur H. Leavitt,
Archivist, United Nations Relief and Rehabilitation
Administration.

"The Archives Program of the United Nations," Robert
Claus, Archivist, United Nations.



Luncheon Meeting, 12 Noon

Continental Room, Colorado Hotel

Presiding: Solon J. Buck

President, Society of American Archivists,
Archivist of the United States

Address of Welcome, Hon. William Lee Knous, Governor
of Colorado

"Archives in Canada," George Simpson, Archivist,
Province of Saskatchewan, Canada



Afternoon Session, 2:30 P. M.

Convention Hall, Colorado Hotel

Subject: TERRITORIAL AND INTERNATIONAL ARCHIVES

Presiding: Ernest Posner, American University

"The Hawaiian Territorial Archives in the War," Maud
Jones, Archivist, Territory of Hawaii

"Plans for an International Organization of Archivists,"
Oliver W. Holmes, The National Archives



Council Meeting, 4:30 P. M.

Conference Room, Colorado Hotel

**Dinner Meeting, 7 P. M.
Continental Room, Colorado Hotel**

Presiding: Ben M. Cherrington, Director, Social Science Foundation, University of Denver

Roundtable: "A PROPOSED ARCHIVES PROGRAM FOR UNESCO."

Panel: Solon J. Buck, Archivist of the United States
Ernst Posner, Dean, Graduate Division, School of Social Sciences and Public Affairs, American University
George Simpson, Archivist, Province of Saskatchewan, Canada
Herbert O. Brayer, Consultant in Archives UNESCO
Oliver W. Holmes, National Archives

Discussion from the floor



THURSDAY, SEPTEMBER 4

**Morning Session, 10 A. M.
Convention Hall, Colorado Hotel**

Subject: WESTERN ARCHIVAL ACTIVITIES

Presiding: Lola M. Homsher
Archivist, University of Wyoming

"The Bancroft Collections," George P. Hammond, Director, Bancroft Library, University of California

"Planning and Building a Manuscript Collection in Missouri," William Francis English, Univ. of Missouri

"The Oregon State Archives," David C. Duniway, Archivist, State of Oregon



**Luncheon Meeting, 12 Noon
Continental Room, Colorado Hotel**

Joint Luncheon of Society of American Archivists and American Association for State and Local History

Presiding: S. K. Stevens, President, American Association for State and Local History

Subject: SOME ASPECTS OF THE TRAINING OF SPECIAL PERSONNEL FOR PARK AND MUSEUM POSITIONS WITH EMPHASIS ON THE USE OF ARCHIVAL AND HISTORICAL MATERIALS

Participants in this discussion will include Ronald S. Lee, National Park Service, David C. Duniway, Archivist of the State of Oregon and others.

**Afternoon Session, 2:30 P. M.
Convention Hall, Colorado Hotel**

Subject: SPECIAL ARCHIVAL ACTIVITIES

Presiding: Helen L. Chatfield,
Treasurer, Society of American Archivists

"Archives in the Library of Congress," John Andreassen,
Library of Congress

"Progress in the Management of Business Records,"
Emmett J. Leahy, Remington Rand Co.

"Legal Aspects of Microphotographed Business Records,"
Daniel F. Noll, The National Archives

Comments by Lillian Baker, Southern Union Gas Co., and
others



**Annual Business Meeting, 4 P. M.
Convention Hall, Colorado Hotel**



Dedication of Glenwood Springs Historical Marker, 4:30 P. M.

Erected by the State Historical Society of Colorado and
the Lions Club of Glenwood Springs



**Evening Meeting, 5:30 P. M.
Grizzly Park, Glenwood Springs**

Joint Steak Barbecue, Society of American Archivists and
American Association for State and Local History. Compli-
ments of the Chamber of Commerce and Lions Club of Glen-
wood Springs

Master of Ceremonies: Wallace E. Bryant, President of Lions
Club of Glenwood Springs

Transportation to Grizzly Park, site of the barbecue, will be
provided by the Lions Club and will leave from the hotel at
5:30 P. M. promptly.

Address: "Tall Tales of the Rockies," Levette J. Davidson,
President, Colorado Folk Lore Association; Director,
State Historical Society of Colorado.

Campfire and western songs.

American Association for State and Local History

FRIDAY, SEPTEMBER 5

**Breakfast Meeting of Council, 8 A. M.
Special Section, Main Dining Room, Colorado Hotel**



**Morning Session, 10 A. M.
Convention Hall, Colorado Hotel**

Subject: PUBLICATIONS AND MANUSCRIPTS

Presiding: Colin B. Goodykoontz, University of Colorado;
Director, State Historical Society of Colorado

"A Publication Program for State and Local Historical
Associations," Lancaster Pollard, Superintendent,
Oregon Historical Society

"The Improvement of Historical Magazines," Jay
Monaghan, State Historian, Illinois State Library

"A Union Catalogue of Historical Manuscripts," Howard
H. Peckham, Secretary, Indiana Historical Society



**Luncheon Meeting, 12 Noon
Continental Room, Colorado Hotel**

Subject: FINANCE

Presiding: Herbert Kellar,
McCormick Historical Association

"Methods of Increasing Support of State and Local His-
torical Societies," Floyd Shoemaker, Superintendent,
Missouri State Historical Society



**Afternoon Session, 2:30 P. M.
Convention Hall, Colorado Hotel**

Subject: EDUCATION

Presiding: W. S. Downs,
Managing Editor, Lewis Historical Publishing Co.

"Museums as Agencies of State and Local History, Herbert
Gambrell, Director, Dallas Historical Society

"State and Local History in the Schools," James C. Olson,
Superintendent, Nebraska State Historical Society
Discussion led by Charles Evans, Oklahoma Histor-
ical Society

"The Freedom Train," Frank Monaghan

Annual Dinner, 7 P. M.
Continental Room, Colorado Hotel

Presiding: LeRoy R. Hafen, Executive Director, State Historical Society of Colorado

Presidential Address: "The Association and the Future of Local History," S. K. Stevens, State Historian, Pennsylvania Historical and Museum Commission

Film: "The Story of Colorado," recently completed colored movie with sound, depicting the history of Colorado, presented by the State Historical Society of Colorado. Commentary by James Rose Harvey, Assistant State Historian

SATURDAY, SEPTEMBER 6

Morning, 5:30 A. M.

Trip from Glenwood Springs to Denver via the Denver & Rio Grande Western Railroad through the Moffat Tunnel

(All delegates and guests should check their reservations at the Cosmopolitan Hotel in Denver immediately upon arrival)



Afternoon, 2 P. M.

DENVER

Visits to State Museum, State Archives, D. & R. G. W. R. R. Archives, Colorado Museum of Natural History.

(Arrangements have been made at the Denver & Rio Grande Western Railroad Archives to transport all delegates desiring to inspect its records and microfilming operations from its headquarters, 1531 Stout St., to its microfilming division, 1648 Wazee St. Be at 1531 Stout at 2:30 P. M.)



Annual Business Meeting, 5 P. M.
Parlor A, Cosmopolitan Hotel, Denver



Evening Meeting, 7 P. M.
Parlors A, B, C, Cosmopolitan Hotel, Denver

Joint Dinner of the American Association for State and Local History with the State Historical Society of Colorado, American Pioneer Trails Association, and other local sponsoring groups.

Presiding: John Evans, President, State Historical Society of Colorado

Address: "History, Historians and World Reconstruction," Herbert O. Brayer, Director, Cooperative Project for Research in Western Americana in Europe (Library of Congress and State Historical Society of Colorado)

SUNDAY, SEPTEMBER 7

8 A. M. - 5 P. M.

Historic mountain tour from Denver to Evergreen, Bergen Park, Idaho Springs, Georgetown and Silver Plume. Luncheon at Georgetown compliments of the State Historical Society of Colorado. Buses will leave promptly at 8:00 A. M. from the front entrance of the Cosmopolitan Hotel. (See special program for tour of Georgetown).

Committees, 1947

Program Committee

Society of American Archivists

GEORGE P. HAMMOND

LOLA M. HOMSHER

EMMETT J. LEAHY

PAUL LEWINSON

WILLIAM D. McCAIN

GEORGE W. SIMPSON

HERBERT O. BRAYER, Chairman



Program Committee

American Association for State and Local History

COLIN B. GOODYKOONTZ

KIRKE MECHEM

JAMES C. OLSON

LANCASTER POLLARD

LeROY R. HAFEN, Chairman



Joint Committee on Local Arrangements

CELESTE ALBRIGHT

ROBERT CANNY

JAMES ROSE HARVEY

NELLE MINNICK

DOROTHY K. TAYLOR

VIRGIL V. PETERSON

} Co-Chairmen



Local History is Living History

One of our great needs today is the creation of a strong spirit of loyalty to our American ideals and democratic traditions. America is today the major world custodian for the tolerance, liberty and justice, free government and spirit of international cooperation which are the fundamentals of our own democracy and a free, democratic world order.

In maintaining and perfecting our own institutions, we must rely heavily upon our history to provide a basic understanding of the underlying principles and the forces which have shaped our American way of life. From this understanding will flow an appreciation of its advantage over any alien ideology.

Such loyalty and understanding cannot be developed from abstract approaches to history. It should begin at home. It should be founded upon knowledge and understanding of community life and local history. *Local History is Living History*. It is understandable because it is close to the people. Patriotic citizenship can be built best upon knowing and appreciating local government, local history of institutions, local connections with the broad story of the development of American civilization. All our national institutions and ideals are rooted in the history of our localities. Local background based on local history is a sound foundation for understanding and appreciation of how America became what it is today.

Never was the need for such loyalty to our ideals and institutions so great as today. Never were our scholars in history more in need of the aid of the amateur and of the fruits of the study of local conditions, institutions, and problems — the product of the work of thousands of local historians. Numerous studies have revealed the inadequacy of understanding of our national history on the part of those in our schools and by the average man. This condition *Must* be remedied if the future of our democratic way of life is to be preserved. In meeting the need and solving the problem of acquainting the mass of the people with the virtues of our heritage, *Local History is First of All*.

Here are some of the advantages of membership . . .

The Association on a basis of its philosophy, objectives, and present and past activities, offers several advantages membership to those who are interested in the local history of the United States and Canada. Association services and interests include:



Meetings

Hartford, Conn., Richmond, Va., Princeton, N. J., Harrisburg, Pa., Indianapolis, Ind., Washington, D. C., Denver, Col., are annual meeting places to date. Opportunity for exchange of information through discussion and personal acquaintance is provided those who are interested in local history and concerned with its problems administratively and otherwise.



State and Local History News

This regular periodical, as of July, 1947, has been greatly expanded. It includes news about persons, events, institutions, the new books, and in general about everything of interest to those who wish to keep in touch with local history and its developments. It is indispensable to anyone concerned with Americana or American history at the local level. It is sent to every member.



Advisory Bulletins

The Association has issued thus far a total of eleven bulletins written to provide practical help to those who are working in local history. Such vital concerns of the local historian and student of local history as how to prepare publicity and publicize the work of the historical society, how to organize an historical society, the production of plays and pageants using local history, have been distributed to all members. Future bulletins in the writing stages deal with organization of historical society museums, how to collect material and write papers and articles on local history, how to write industrial history, and many other similar topics. No person who is working in local history or interested in its preservation can afford to be without these bulletins, which are gratis to all members as they are printed.



American Heritage

This new monthly sponsored by the Association is devoted to the problems of teaching local history in the schools. It is indispensable to teachers and educators concerned with this problem. It is also a newsy bulletin about matters pertaining to American history at the school level. Available to members at a reduced subscription rate.



Other Helps

The Association cooperates with other organizations from time to time in distributing free to its membership publications of other organizations and agencies. The Social Science Research Council provided the book *Local History: How to Gather It, Write It, and Publish It*. The National Park Service has sent out some of its bulletins, as has the New York Historical Society. The Association publishes the *Handbook of Historical Societies in the United States and Canada*, a very helpful guide to the societies.



Fellowship

One of the prime advantages of Association membership is the fact that through it every person who knows and loves the history of his community and country has an opportunity to influence creatively the development of many endeavors which will strengthen the preservation of our historical heritage. The Association is in the forefront of all constructive movements of that kind. Membership makes one a part of that work, and keeps one in touch with the whole world of local history on this continent.





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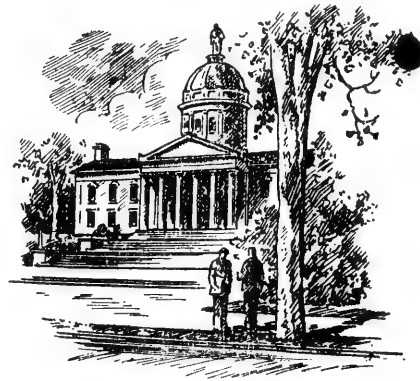
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Local History
is Living History

E. A. W. NEWTON, Secretary

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY

STATE HOUSE, MONTPELIER, VERMONT



Please enter my membership in the Association on a basis. I enclose \$ as my dues for the current year.

Name.....

Address.....

Annual Dues	
Individual	
Regular:	\$ 3.00
Contributing:	\$ 5.00
Sustaining:	\$ 25.00
Institutional	\$ 5.00
	\$ 10.00
	\$ 25.00
	\$ 50.00

Bulletins

1. *What Should our Historical Society Do?*, by Edward P. Alexander.
2. *Local History and Winning the War*, by S. K. Stevens.
3. *Using Volunteers in the Local Historical Society's Program*, by Loring McMillen.
4. *The Local History Museum and the War Program*, by Arthur C. Parker.
5. *A Publicity Program for the Local Historical Society*, by J. Martin Stroup.
6. *The Production of Local History Plays and Pageants*, by Samuel Sheldon.
7. *Broadcasting History*, by Evelyn Plummer Read.
8. *War Records Projects in the States, 1941-43*, by Lester J. Cappon.
9. *How to Organize a Local Historical Society*, by Bertha L. Heilbron.
10. *Church Archives and History*, edited by H. O. Brayer.
11. *Writing Your Community's War History*, by Marvin W. Schlegel.
12. *The Junior Historical Movement*, by H. Bailey Carroll.

Price: 35 cents each; 25 cents for members.
Current issues furnished to all members.

Handbooks

Historical Societies in the United States and Canada, compiled by C. C. Crittenden and Doris Godard, 1944. \$2.50 (Members: \$1.75)

State and Local History News

A regular periodical carrying news and features on historical work in the field of state and local history, furnished currently to all members.
Subscription rate to non-members: \$2.00.

American Heritage

A quarterly published by the Association in cooperation with a group of educators, to bring together material relating to the teaching of local history in the schools. Subscription: \$1.50 (Members \$1.00)

Address all orders for publications to:

EARLE W. NEWTON, Secretary
American Association for State and Local History
State House
Montpelier, Vermont



How it began

The American Association for State and Local History was organized December 27, 1940, as a result of the work of several persons throughout the United States and Canada active in the local history field and imbued with this philosophy. Its object, according to its Constitution, is "the promotion of effort and activity in the fields of state, provincial, and local history in the United States and Canada." It has become a clearing house of information and ideas for the local history societies and the state historical agencies. It serves to unify the interests of thousands of individuals interested in local history. The Association was incorporated as an educational society in the District of Columbia on May 28, 1944, and is, therefore, tax free. All memberships and contributions are tax exempt. It has received the financial aid of such learned societies as the American Philosophical Society, and of such American philanthropists and benefactors as Mrs. John D. Rockefeller, Jr. Its most basic aim is to realize the fullest opportunities for the development and use of local history as a basis for the understanding of all American history.



The Association has a broad program for achieving its basic aims. It has been making substantial progress along these lines already, and the outlines of future accomplishment can already be seen. Its major objectives are:

TO BRING TOGETHER the work of historical and patriotic societies and agencies working in local history through exchange of news and ideas, bulletins on activities, visitation and correspondence.

TO ENLARGE the scale of operations of the state and local historical agencies and societies by effective guidance and help along lines of *what to do; how to do it; how to get resources with which to do it.*

TO DEVELOP under its own auspices, and with the help of the state and local historical societies, a noteworthy increase in *popular knowledge* about American history on the local level. This includes increased use of the press and the radio, as well as the Association's publications.

TO ENCOURAGE the increased use of local history in the schools. This can be aided through exchange of ideas, but especially through the publication, under Association sponsorship, of a national journal devoted to teaching local history, *American Heritage*.

TO RAISE standards and improve practices connected with the preserving of *historic buildings* and landmarks, the marking of historic sites, and other related conservation measures.

TO PROMOTE national activity in the *conservation of public records*, historical documents, newspapers, museum material, and related Americana through stimulating the historical societies to further effort and improvement of standards for preserving material once acquired.

TO GIVE AID to business and industry in the preservation of *business records*, compilation of industrial and transportation history, and use of history in public relations.

TO ENCOURAGE all types of contributions to preserving American local history through *national awards* recognizing distinguished contributions in this cause.

AND TO ACT as a *clearing house* for information, ideas, contacts, news and thought in the field of local history as a means of preserving American local history and making it known to the people as a reservoir of understanding and knowledge of our heritage.

AMERICAN ASSOCIATION



for State and
Local History



ILLINOIS STATE LIBRARY

Archives Department

Report for September, 1947

Accessions. The accessions for the month were routine in character as shown by the statistics.

Departmental Vaults. Records were transferred to their vaults by the State Treasurer and the Clerk of the Supreme Court. The latter added 26 four drawer files to his vault. He is having a complete inventory taken of all the records in his vault and will furnish us with a copy. This work is being done by his son who is attending Junior College, so the inventory may not be completed for some time. The Court of Claims has 13 cabinets on order but these have not yet been received.

Society of American Archivists. Miss Rogers and Miss Scheffler attended the annual meeting, held at Glenwood Springs and Denver, Colorado, September 3-7. Miss Scheffler's report on the convention has already been filed.

Visitors. Mr. Boell, new archivist of Wisconsin and Miss Garruthers, Assistant State Librarian of Tennessee each spent a day here during the month. Mr. Boell had only been on duty three weeks at the time of his visit, so his plans are as yet rather vague. The State Historical Society of Wisconsin has for some years been authorized to receive transfers of State records and has a very few files, including part of the University archives. Mr. Boell's salary has been provided for in the current budget, but the records laws have not yet been modernized. Having had experience at the National Archives, Mr. Boell is interested in the subject of weeding of files and making of disposal schedules. That will be the work on which he will concentrate this coming year. He was rather taken aback when I showed him how small our State Records Commission files are. I think he did not quite believe me when I told him that as compared to the federal Government he would find a negligible amount of disposal state files. I tried to explain to him that this is due to the fact that State departments have smaller and tighter organizations than can be true in federal agencies; that disposable records are chiefly "housekeeping records" and "housekeeping records" consist principally of the multitudinous forms filled out to lubricate the machinery of office management. Where a Washington cabinet member may have a hundred or more sub-offices with thousands of employees to keep in touch with, a state cabinet officer will have perhaps less than a dozen divisions and much of the work of his office will be carried on by direct contacts. Where our State may be using two or three duplicates each of a relatively few forms, a federal agency uses forms in gigantic proportions. Mr. Boell does not think the subordination of his department to the state historical society will be any more of a handicap to him than our affiliation with the state library has been here. The reasons for his recommendation that no change be made in the set-up are identical with our reasons for staying with the State Library. Wisconsin is not planning for a separate archives building. It is expected that the removal of the University Library to its new building and out of the Historical Society's building will release sufficient space for present purposes. Mr. Boell was formerly state director for the Historical Records Survey in Wisconsin, which gives him a good background of knowledge of the records and contacts. Wisconsin has been trying to establish

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Departmental Vaults. Records were transferred to their vaults by the State Treasurer and the Clerk of the Supreme Court. The latter added 25 four drawer files to his vault. He is having a complete inventory taken of all the records in his vault and will furnish us with a copy. This work is being done by his son who is attending Junior College, so the inventory may not be completed for some time. The Court of Claims has 13 cabinets on order but these have not yet been received.

Society of American Archivists. Miss Rogers and Miss Scheffler attended the annual meeting, held at Glenwood Springs and Denver, Colorado, September 3-7. Miss Scheffler's report on the convention has already been filed.

Visitors. Mr. Boell, new archivist of Wisconsin and Miss Carruthers, Assistant State Librarian of Tennessee each spent a day here during the month. Mr. Boell had only been on duty three weeks at the time of his visit, so his plans are as yet rather vague. The State Historical Society of Wisconsin has for some years been authorized to receive transfers of State records and has a very few files, including part of the University archives. Mr. Boell's salary has been provided for in the current budget, but the records laws have not yet been modernized. Having had experience at the National Archives, Mr. Boell is interested in the subject of weeding of files and making of disposal schedules. That will be the work on which he will concentrate this coming year. He was rather taken aback when I showed him how small our State Records Commission files are. I think he did not quite believe me when I told him that as compared to the federal government he would find a negligible amount of disposable state files. I tried to explain to him that this is due to the fact that State departments have smaller and tighter organizations than can be true in federal agencies; that disposable records are chiefly "housekeeping records" and "housekeeping records" consist principally of the multitudinous forms filled out to lubricate the machinery of office management. Where a Washington cabinet member may have a hundred or more sub-offices with thousands of employees to keep in touch with, a state cabinet officer will have perhaps less than a dozen divisions and much of the work of his office will be carried on by direct contacts. Where our State may be using two or three duplicates each of a relatively few forms, a federal agency uses forms in gigantic proportions. Mr. Boell does not think the subordination of his department to the state historical society will be any more of a handicap to him than our affiliation with the state library has been here. The reasons for his recommendation that no change be made in the set-up are identical with our reasons for staying with the State Library. Wisconsin is not planning for a separate archives building. It is expected that the removal of the University Library to its new building and out of the Historical Society's building will release sufficient space for present purposes. Mr. Boell was formerly state director for the Historical Records Survey in Wisconsin, which gives him a good background of knowledge of the records and contacts. Wisconsin has been trying to establish

an archival agency for 35 years. I am glad they are started at last.

Tennessee has appropriated a million and a half dollars for a new archives building, which accounts for Miss Carruthers' visit. They will be asking for further information and advice somewhat later.

Mr. W. S. Jenkins of the Library of Congress returned to complete microfilming of early Illinois documents. Our checklist of Illinois documents, a copy of which is on file in the American imprint survey collection at the Library of Congress, made it possible for him to complete his work here in two days. He has promised an inventory of his films after his return to Washington, but I set down here what I know he has copied during his two visits:

General Assembly records

House and Senate Journals, including all unpublished territorial records. I do not remember how far down he went with that, but past the civil war, if I remember correctly.

Session laws and revised statutes, territorial period thru 1833.

Gross' Index to the Session Laws, 1818-69

All extant manuscript and printed reports of Illinois territory and state thru 1833

Treasurer's account book covering 1813-20

Supreme Court - territorial record, borrowed for the occasion.

Executive record, 1809-67.

Staff Work There is not very much to report in the way of accomplishments this month, because of vacations and staff absences.

I have done some more work on the translations of the Perrin records but have found little time to work on this. I have spent about a week on writing for Illinois Libraries but for some reason the work is going very slowly. Half of a double article has been completed and given to typist.

Miss Winterbauer has finished typing through the letter "E" of the History of State Departments - something more than three of the nine volumes being completed. Reading proof on what she typed during my absence has taken a good bit of time.

Miss Scheffler was away most of the month - the first week attending the SAA convention, followed by her vacation. She has resumed cataloging on the Illinois and Michigan canal records but has no statistics to report. She has rearranged 1600 cards in the letter "R" of the name index.

Mr. Rountree continues his reindexing of the Secretary of State's correspondence for 1925. One of the two volume index was lost before transfer of the file to us, necessitating doing it over. Mr. Rountree started that work last summer. He has filed Not for Profit Corporation Reports from "D" to "G", and in the recently received Index Cards has filed all the numbers and to about half through the letter "B". He has also performed routine jobs of shifting files, receiving accessions, etc.

Mrs. Robeson has added 431 index cards for the Brown County census for 1860, stamped, rearranged and filed Certificates of Qualification, 1870-74, been at the desk 2 1/2 hours per day, checked some of the requests for genealogical data, and performed miscellaneous duties.

Mrs. McFadden is on vacation and did not file a report for the month.

Mr. Cassady is continuing his research on the history of county government. He has taken notes for the period 1787 to 1818 and has sorted them according to functions. At my suggestion, however, he will not write them up until he has finished the period of the first State Constitution, 1818-48, because the county offices did not assume a definite pattern recognizable according to today's organization, until the end of that period. He is also doing more reference work. Whenever I have a reference question requiring a definite knowledge of the contents of the archives, I take him along. He does all the reference work involving the canal records - in fact, the Waterways Division now calls for him direct when they want anything. He is particularly working with Mr. Anderson, the engineer in charge of the surveys upon which the transfer of the canal right of way to the Division of Highways is based. Mr. Anderson is recommending that the rest of the engineering records retained at Lookport be transferred to the archives.

The Index Department has presented us with facsimile copies of the session laws missing from our files, so we now have a complete set. I tried to get Mr. Butler to have a sizeable edition of the scarce early laws made but he thought that would be too expensive.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

September, 1947

	Documents	Vol.	Drawers
Secretary of State			
Index Dept.			
Deeds, Abstracts and Other Title Records (4 cases)	18		
Copied Catalog Department	5908		
Index Cards		2	
Fee Books 1945, 46			
Changes and Dissolutions 1945-46		3	
President of the Senate			
Special Mining Commission, 1947 (Investigation Centralia Mine Disaster)			1
	5926	5	1

ARCHIVES REFERENCE
September, 1947

Routine Departmental Calls

Secretary of State

Corporation Dept.	
Annual Reports	96
Index Cards	31

Executive Dept.

Executive Register	1
Trade Marks	6
Executive File	2

Index Dept.

Enrolled Laws	12
Title Records	2
Election Returns	2

Securities Dept.

Closed Cases	9
General Assembly	16
Waterways Division	2

179

Genealogical, Historical, etc.

Genealogy

State Census	7
Name Index	12
Federal Census	1

History

Executive Record, Vol. 1	13
Senate Journal	1
House Journal	1
Legislative Bills	1
Laws and Statutes	9
Other Legislative Records	3
Gross' Index	1
Election Records	1
Constitution	2
Miscellaneous	6
Archives Technique	3

61

Mail Inquiries

Archives Technique	4
Saline County Centennial	9
Genealogy	8
History	11
Miscellaneous	6

Grand Total

36
278

ARCHIVES CATALOG

September, 1947

Name Index

Brown County federal census, 1880

431 cards

File revised in letter "R"

VAULT ADMISSIONS, September, 1947

Div. of Architecture & Engineering	1
Dept. of Agriculture	1
Auditor of Public Accounts	29
Civil Service Commission	4
Ill. Commerce Commission	3
Dept. of Insurance	2
Dept. of Public Works & Buildings	1
Supt. of Public Instructions	1
Dept. of Registration & Education	45
Secretary of State	
Corporation Dept.	2
Executive Dept.	12
Securities	1
State Treasurer	26
Supreme Court	10
Teachers' Retirement System	2
Waterways	2
	<hr/>
	142

PHOTOGRAPHIC LABORATORY

Report for Sept. 1947.

412 - 8 x 10 prints

10 gal. Dev.
11 " Hypo.

22 - copies, 44 - 8 x 10 prints

16 - 4 x 5 prints

38 - 5 x 7 prints

Photostats

Corp. - 146

5 gal. Dev.
4 1/2 " Hypo.

Lib. 2

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
October, 1947

Accessions: The 1946 Enrolled Laws were deposited in the Archives by the Index Department of the Secretary of State's Office. These came to us first-filed, the first time the Department has so filed such records.

The title papers on land purchased for a State garage at Dixon were filed by the same Department.

Departmental Vaults.

Thirteen new filing cabinets to match the regular stock were installed in their departmental vaults by the Court of Claims and the Secretary of State's Executive Department.

It has come to my attention that Mr. Jack Laws, Y & E representative, has told certain State persons that Art Metal will not furnish special files such as those used in our building. I asked Mr. H. A. Slotterbeck, the Chicago branch manager of Art Metal if that is true and he replied, "No company is going around soliciting business for special equipment and we have turned down or refused to bid on several jobs here in Illinois. But where we already have the dies and engineering data for an original installation such as that in the Archives Building we ver definitely will furnish individual cabinets as ordered." However, I understand, the prices being quoted are excessive.

Records were transferred to their departmental vault by the Department of Registration and Education and by the Executive Department of the Secretary of State's office.

We have been called upon to render a new service not contemplated in planning the building but which might well be considered in plans for a new building. The Division of Waterways has secured from the War Department the loan of a file of

top confidential aerial survey maps of the Illinois and Michigan canal area-labeled a "critical area". The Division does not want these maps in their departmental vault and it cannot get a safe of the right size for its home office vault. The records must be in a place which is physically safe and well guarded. After a conference with Mr. Anderson, engineer in charge, and correspondence with Mr. Casey, chief engineer, it has been decided to place these maps in some temporarily vacant map drawers in our Special Vault. The Division will furnish a suitable locking device (presumably chain and padlock) and will retain the key. When they wish access to the maps one of the two persons authorized to consult the maps, will present a written request for a specific map, signed by Thomas B. Casey, Harry W. Hill or C. C. Pemberton, to Mr. Cassidy or myself (or to you if we are not available) and we will escort the person to the files and check out the record. We will also check the record when it is returned and supervise the refiling thereof, signing a cancellation. This will apparently satisfy

the federal government. This request for especial security housing of records by outside departments emphasizes the importance of control over no smoking provisions in the building.

Visitors.

The most important visitor to the Archives during the month was the Honorable Frank Jordan, Secretary of State of California, who spent the afternoon of October 4 here. He wishes to create a new State archives department for California and had a long list of questions. An assistant attended the archives summer school but did not impress Mr. Cassidy favorably. Mr. Jordan said he might want more help and advice from us later.

Staff Work

Indexing has been completed on the 1850 federal census for Brown County.

Mrs. Robeson is unfolding Enrolled Laws. She has reached the year 1836. She has also, during her hours at the desk, made census index cards and checked genealogical reference calls.

Miss Scheffler has rearranged the Name File through the letter "R". She had to spend a larger proportion of her time at her own desk during vacations, so has not had much time to work in the vault on the Illinois and Michigan canal records. She has done the preliminary cataloging for ten volumes of Operation; Canal boat records; Register of boats passing locks numbers 8-15, 1912-17, 1936.

Miss Scheffler is also preparing an exhibit on the names which appear on the cornice of this building. We have many inquiries about this during the tourist season. This is not a particularly appropriate time of year for such an exhibit, but we can use it temporarily and then put it up again next summer. We are using portraits with a very brief statement as to the significance of each man - a sentence or less. Mr. Bélair thinks it might be a good idea to extend this to include the names on the Centennial Building and to publish brief sketches in a little souvenir booklet. Mr. Helm is copying the portraits at a uniform size. Some are pictures borrowed from the Historical Library, others found in books.

Mr. Cassidy and I are thinking up an exhibit to use in connection with the Freedom Train. We cannot safely exhibit all our treasures at once, but we can get together documents which illustrate significant forward social steps in the different epochs of Illinois history. Miss Kissinger should work with us on this for we should use few documents and much illustrative material and it should be colorful. Probably Mr. Monaghan will help too. The idea is still to nebulous to discuss further at this point.

My vacation followed by a period of ill health gives me little to report upon my own archival activities this month. I have finished typing and revising the translations of the 815 French documents in the Perrin collection - that is the short documents; the volume items I have done nothing with yet. I shall next start revising Mr. Iben's index and shall probably recalendar the file since his calendar is pretty poor.

Miss Winterbauer has finished typing most of the letter "F" in the History of State Departments.

Mr. Rountree has completed the filing of Corporation Index cards through the letter "L" and of Not for Profit Reports through the letter "J". He has also completed the index to 1926 Secretary of State's letters for the letters O-Z.

Mr. Cassady has completed the research on the history of county offices through the territorial period and has handed in the draft for the Recorder. He spends about an hour a day in the vaults, checking inventory and familiarizing himself with the contents of the records. During my vacation something came up that the staff called in Mr. Wetherbee to help them locate and that gave emphasis to the importance of Mr. Cassady's familiarizing himself with what we have. Actually what happened was that some one asked for something plainly brought out in the index to the inventory, but no one recognized what it was from the wording of the question. Mrs. McFadden said she could have handled the call, but she was off duty at the time and they could not reach her.

Staff Notes

Mr. Cassady has joined the Society of American Archivists and Miss Scheffler, who had dropped her membership, has been reinstated. Both have been voted in by the Council.

Archives Building

Miss James used the Conference Room on October 11 for an Extension staff meeting.

Report of Advisory Committee on New York State's Records System.

A copy of the report of that Commission is appended since it refers to an activity on my part as a member of the State Library staff. It gives, I believe, a fair picture of the currently accepted philosophy of archives, though I disagree with the emphasis put upon disposal of useless records as the major activity. You will be interested to know that the State Education Department has gone on record officially as requesting that the new State Archives Department be set up as an independent agency under the Executive Department. This follows the recommendation of the Temporary Commission on Coordination of State Government (or whatever that Axelrod group calls itself.) Our recommendation was that the State Archives Department be retained in the State Education Department as an agency coordinate with the State Library and State Historian's Office. We felt that there should be close cooperation between the three departments and that there is a necessary cultural relationship. My first draft put rather more emphasis upon that than Dr. Holmes did in the report which we drafted for us. Since this whole matter of the relationship between the library and the archives will have to be reopened when and if I L A persists in removing the State Library from the Secretary of State's department, I think you will be interested in reading these two documents. The carbon copy is my only copy and I should like to have it returned, but you may keep the mimeographed report.

Respectfully submitted

Archivist

ARCHIVES ACCESSIONS
October 1947

Documents

Secretary of State. Index Dept.

Enrolled Laws, 64th General Assembly
1945

#24246-24978 3 drawers

733

State Real Estate. 1 case

7
740

ARCHIVES REFERENCE

October 1947

Routine Departmental Calls

Secretary of State	
Corporation Dept.	
Annual reports	126
Index cards	29
Executive Dept.	
Records of State & County officers	
County Officers	2
Notary Bonds	6
Oaths of Office	1
Land Records	2
Executive Record	
Proclamation	1
Trade Marks	10
Index Dept.	
Contracts and Leases	6
Elections	11
Enrolled Laws	38
Deeds to State Property	7
Securities Dept.	
Closed Cases	14
General Assembly	21
Insurance Dept.	
Reports	7
	<hr/> 261

Historical, Genealogical, etc.

Genealogical	6
Historical	1
War Council	2
Session laws	1
Miscellaneous	3
Archives Technique	1
	<hr/> 13

Mail Inquiries

Archives Technique	3
Genealogy	11
History	3
	<hr/> 17
	<hr/> 311

ARCHIVES CATALOG

October 1947

Name Index

cards

Brown County Federal Census
1850, completed

434

VAULT ADMISSIONS OCTOBER, 1947

Div. of Architecture & Engineering	3
Civil Service Commission	4
Ill. Commerce Commission	3
Dept. Public Works & Buildings	1
Supt. Public Instructions	2
Dept. Registration & Education	45
Secretary of State	
Corporation Dept.	4
Executive Dept.	23
Securities	5
State Treasurer	38
Supreme Court	8
Teachers' Retirement System	1
Waterways	<u>2</u>
	139

PHOTOGRAPHIC LABORATORY

Report for Oct. 1947

301 - 8 x 10 prints

33 - 11 x 14 "

12 - 16 x 20 "

Photostats

Corp. - 68

Lib. - 10

6 gal. Dev.

8 " Hypo.

5 gal. Dev.

4 1/2 " Hypo.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for November 1947

Accessions

The Index Department of the Secretary of State's Office filed 67 documents relating to four tracts of land recently acquired by the State. Among these was the Old Galena Market. This department also deposited one copy each of the printed House and Senate Bills for 1947, also the original and engrossed Senate Bills. These latter are reported in the statistics as coming from the General Assembly, the department of origin.

A microfilm copy of the 1830 federal census of Illinois, 4 rolls, was purchased from the National Archives. We now have copies of all census schedules of the Federal Census 1820-1860 inclusive, the 1820 a photostatic copy, the others on microfilm. The 1810 census for Illinois is missing from the federal files but we published a copy found in the Historical Library files with the 1818 territorial census. This 1830 census is particularly valuable since no State census appears to have been taken and both 1826 and 1835 State censuses are missing. 1830 marked the beginning of immigration into the northern part of the State.

Departmental Vaults

Only one department, the Court of Claims, asked permission to transfer records to a departmental vault.

The Automobile Department has a dozen or so steel filing cabinets in the Receiving Room for which they apparently have no room. Perhaps there will be a demand for further space in the Archives Building, though nothing has been said or hinted to me on the subject.

Six more map units have been placed in the second level of the Special Vault for the use of the Illinois Documents Department.

We shall soon need more locked filing cabinets (legal size) for Enrolled Laws, and in the immediate future, for the State's real estate title records. These latter are now kept in safe lockers and it would be desirable to consider the purchase of one more double safe locker section of the type now in the vault. These safe lockers are not equipped with filing drawers, but will take a standard four drawer legal file.

The Division of Waterways has brought their special security aerial maps to the Special Vault. They placed these records in some empty drawers in one of our archives map cases, attaching padlock locking devices to which they retain the key. The Division Chief, Mr. Casey, requests that we check the records out and in on the basis of his requisitions. The Department hopes to acquire its own safe for these records, but meantime appreciates the protection we can give.

Staff Work

All the unbound Perrin manuscripts which appear to be county records have now been refiled by year. This temporarily loses the value of such indexes and listings as came with them, but we have not found much value in listings as "Miscellaneous, 1797-1933," as in one extreme case. An inventory of the records in each folder will be made as soon as possible. The records now run, drawer by drawer, as follows; 1737-1809, 1810-27, 1828-40, 1841-47, 1848-1930. There are approximately sixty volumes of records, taking up about two and a half drawers. These are now being cataloged. The other five drawers appear to be taken up with very miscellaneous documents collected by Mr. Perrin and the St. Clair County Historical Society. A few have been listed. Few of the unbound records for the period after 1800 appear to be of much significance, consisting chiefly of such court records of minor importance. However, they should be arranged, listed, and the earlier records at least, indexed. I expect to spend the major part of at least the next six months on this college.

Most of the Perrin papers are in very bad physical condition, deteriorating rapidly. This points up the necessity for a systematic, full time repair clerk - not just somebody picked up to be trained by me. After all, you wouldn't get much library work done if you had to stop and teach the A B C's of library work to every worker who came on the staff as I have had to do. Where we can get a person capable to doing first class repair work is the problem. Whoever it is, it should be some one with judgment, painstaking, and not trying to see how fast he can go.

Miss Boylan has sent five more pages of translations of the Register. Mr. Monaghan informs me that he has taken up the matter of publication with his board and that they wish first chance at publishing this and any other unprinted materials in the collection. He has told me that such publication probably cannot come for five or six years, and that he wants Professor Pease to do the editorial work. We thought it advisable to go on record that the State intends to publish the material in case someone might spoil the material by doing a poor job. Certainly these records should be published in the same Illinois Historical Collections in which other source material from Cahokia has already appeared.

No indexing of the 1850 census was accomplished in November, partly because of the use of the reading machine by patrons coming to the building and for answering mail inquiries. All persons acting as relief at the Reference Desk have been instructed to spend all time not devoted to waiting on patrons to reading machine work - either look-ups or indexing. There is no good reason that I can see why this indexing cannot proceed much faster than it has been going.

The 1830 federal census lends itself to indexing by enlargements of those sections of the pages containing names. These enlargements could be distributed among the staff members for desk work. The Photographic Laboratory is pretty well occupied at present with Blue Book work, but I think Mr. Bish could do some of this and he is willing to try. I wish we had a speedier method of making microfilm enlargements, such as that attachment to the

Photostat, though probably we are not justified in that purchase through volume of work. I wish we could do more with microphotography but we never will with the present set-up.

Mr. Cassady is making good progress on his analysis of county organization. He presented a draft of the county reeorder for the territorial period which I critized. We have held frequent ~~conferences~~ over policies for the study, because county structure is so different from that of the State government that even my experience with the history of State departments was not sufficient to determine just how to do this work. We have now worked out a framework which will enable him to complete all the county offices for the territorial period in a relatively short time. The State period will be more detailed but, despite the amount of material, will be easier to do because the laws will be more definite. Our primary objective in this history of county offices is to be able to say to an official just what records he should have for just what periods and just what they should contain. The history of the development of the functions, though to others more valuable, is incidental to us.

Mr. Cassady is also being assigned reference problems that require extended search and he is spending an hour or so a day in the vaults attempting to acquaint himself with the records. He is also checking on the inventory, making notes of unfolded documents, inaccuracies, inconsistencies, etc.

Mrs. Robeson is unfolding and putting into new folders the enrolled laws. Some drawers were missed in an earlier unfolding. She reports having refiled 742 enrolled laws for the 1838/39 session. She also spends 2½ hours per day at the Reference Desk, where she helps in checking genealogical inquiries and in indexing the 1850 census.

Exhibit. Miss Scheffler completed a colorful exhibit of colored reproductions of illuminated manuscripts borrowed from the Art Department. She is also preparing an exhibit of portraits of the persons whose names appear on the cornice of the building. We get frequent requests for that information from visitors. We realize that that exhibit is more suitable for the summer months, but we are preparing it for future use. We may place it temporarily in the second floor exhibit room.

State Records Commission

One meeting of the Commission was held during the month, at the request of the Department of Agriculture which requested permission to destroy certain records of the same category but of a later date than that authorized in a legislative act.

The Department of Public Welfare is preparing data for a similar meeting.

Miscellaneous.

We have received a request from the embassy of Argentina for all material we can send on the Illinois Archives, particularly

as to staff organization, equipment and physical features of the building. We have also had a request for a complete set of plans and specifications for the building from the chairman of the Committee on Archival Buildings of the Society of American Archivists. This latter request has been referred to the State Architect.

The State Library staff hours were changed to 8:30 to 5 p.m. for the two weeks beginning November 18 and December 1, respectively.

Respectfully submitted,

Archivist.

ARCHIVES ACCESSIONS
November 1947

Secretary of State, Index Dept.
Real Estate Title Records
(4 cases)

General Assembly 1947
Senate Bills
Senate Bills (Printed)
House Bills (Printed)

<u>Doc.</u>	<u>Vol.</u>
67	
674	5
	6
<u>741</u>	<u>11</u>

ARCHIVES REFERENCE
November 1947

Routine Departmental Calls

General Assembly	16	
Secretary of State		
Bookkeeping Department		
Duplicate Pay Roll	1	
Corporation Department		
Annual Reports	78	
Index Cards	25	
Executive Department		
Records of State and County		
Officers:		
Certificates of Qualification	2	
County Officers	2	
Notary Bonds	2	
Oath of Office	1	
Criminal Records		
Extradition Papers	3	
Lands Records		
Land Patent	1	
Court of Claims		
Closed Cases	2	
Index Department		
Election Records	16	
Enrolled Laws	15	
Municipal Census	1	
Securities Department		
Closed Cases	2	
Public Works and Buildings		
Department; Waterways Division		
I & M Canal Records	1	
War Council		
OPA Desk Book	1	
	<hr/>	168
Historical, Genealogical, etc.		
Reference Room		
Genealogy		
State Census	2	
Federal Census	15	
Name Index	17	
History		
Laws	2	
Senate Journal	1	
General Assembly Petitions	3	
Miscellaneous	3	
	<hr/>	43
Mail Inquiries		
Archives Technique	3	
Genealogy	5	
History	6	
Miscellaneous	6	
	<hr/>	19
Grand Total		<hr/> 230

ARCHIVES CATALOG
November 1947

Catalog Cards

U.S. Census, 1830. Microfilm

4 rolls	1
Series	65
Cards	49
Withdrawals	<u>18</u>
Net Cards added	

Name Index

Guide Cards added	251
Gross Reference	<u>1217</u>
	1468

9395 cards rearranged in letter "S"

VAULT ADMISSIONS, November 1947

Div. of Architecture & Engineering	4
Auditor of Public Accounts	8
Civil Service Commission	5
Ill. Commerce Commission	1
Dept. Public Works & Buildings	1
Supt. Public Instructions	2
Ill. Historical Library	1
Dept. Registration & Education	35
Secretary of State	
Executive Dept.	21
Court of Claims	4
State Treasurer	27
	<hr/> 109

PHOTOGRAPHIC LABORATORY

Report for Nov. 1947

395 - 8 x 10 prints

7 gal. Dev.
9 " Hypo.

78 - 5 x 7 "

2 - 16 x 20 "

12 - copies - 48 - 8 x 10 prints

Photostats

Corp. - 107

10 gal. Dev.
9 " Hypo.

Lib. - 60

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for December 1947

Accessions: The Index Department of the Secretary of State's office deposited land title records appertaining to three pieces of property.

The Corporation Department transferred the 1945 annual reports.

Departmental Vaults.

No records were transferred to Departmental vaults during the month to my knowledge.

Staff Work

The State Library closed at 4 p.m. December 24 and operated with only a skeleton staff December 26 and 27. As a matter of fact, the archivist was the only member of the staff on duty, in the Archives Department on those days, taking off the corresponding days following New Year's Day.

Although busy at all times, there is little for her to report as her personal accomplishments for the month. Some time was spent on refiling in the Perrin collection, completing that for the years up to and including 1816. Progress was made in cataloging the bound records in the Perrin collection, though the amount accomplishing does not show statistically this month because the work is still in progress. Also several days were spent in special reading and note taking in connection with two articles being prepared for Illinois Libraries. Little concrete progress in actual writing has resulted for lack of inspiration. The rest of the time was spent in general administrative work and correspondence.

Mr. Cassady reports that he has completed the history of the Court of General Quarter Sessions of the Peace (a territorial court) and of the Clerk of that Court, both of which compilations have been typed. The following county offices for the territorial period are in the following stages: The Court of Common Pleas, and the Prothonotary completed and typed; Clerk of Common Pleas completed to constitutional period; County recorder being typed, Circuit Court and Clerk being edited for typist. Incidentally, he is doing an excellent piece of work which may be suitable for publication.

One week was spent in research. Election records and reapportionment laws were compiled for all congressional elections in "Little Egypt" from 1818 to 1946, for a southern Illinois lawyer. Mr. Cassady comments on this work, "This proved of value to me because it gave me an insight into most of the election records we have."

He is also continuing checking the inventory of archives, and has finished levels two and three. He spends approximately an hour a day doing that. He is not only bringing our inventory up to date, noting places where unfolding or refiling is needed, but also giving himself an essential familiarity with the records in the Archives. He also checked the reference library and rearranged it. He is also continuing readings in archival technique. It wou

be desirable to schedule an examination for Document Archivist as soon as practicable so that he may qualify under civil service. I believe he could now pass such an examination creditably. The examination should, in my opinion, be held before the election if possible.

Miss Scheffler compiled and installed a colorful exhibit of colored reproductions of illuminated manuscripts, the material being chiefly borrowed from the Art Department of the Library.

Miss Scheffler has also prepared an exhibit on the persons whose names appear on the cornice of the building. We have many inquiries during the tourist season. Photographs of each person were copied by the Photographic Laboratory from books and other sources, being made a uniform size. A brief two or three line explanation of the significance of each man to the State is typed onto labels. We also have the pictures sent by George Marlow's niece to exhibit. For the present this exhibit will be put up on the second floor lobby. During the tourist season it will be moved down stairs. Incidentally, the electrician has not yet finished the wiring job in the second floor lobby cases, perhaps because when the painters did the cases over last fall they got paint in the locks so most of them cannot be opened. Miss Scheffler also reports that she has rearranged 4945 cards in the letter "S" of the name index.

Mrs. Robeson reports that she has unfolded and made new folders for 871 enrolled laws in the year 1843. She has also checked genealogical requests and made index cards for the Montgomery County federal census for 1850.

Mr. Rountree is spending most of his time on the Corporation Reports, though he reports having done several other odd jobs. He reports that he has filed the not for profit reports for 1944 through the letters "Mc". He has also unfolded and stapled some of the 1945 corporation reports for the letter "A",

Mrs. McFadden reports that she has filed 100 House bills for the 1947 General Assembly, unfolded and typed folders for one box of 1943 General Assembly House Bills, checked genealogical inquiries, indexed in the Montgomery County federal census of 1850, plus the regular work of the reference desk.

Respectfully submitted

Archivist

ARCHIVES ACCESSIONS

December 1947

Documents

Secretary of State

Index Dept.

Real Estate Records

Galena Market House 7

Mississippi Palisades State Park 5

Henry County, Conservation Dept. 14

Corporation Dept.

Annual Reports: "For Profit"

and "Not for Profit" Corporations,

1945

60,000 *
60,026

***Estimated**

ARCHIVAL REFERENCE
December 1947

Routine Departmental Calls

Secretary of State	
Corporation Dept.	
Annual Reports	110
Charter	1
Index Cards	31
Fee Book	3
Correspondence	1
Executive Dept.	
Records of State & County	
Officers	
Certificates of Qualification	2
Notary Bonds	2
Proclamation	1
Trade Marks	11
Index Dept.	
Election Records	30
Real Estate Titles	2
Enrolled Laws	32
Municipal Census	1
Securities Dept.	
Closed Cases	4
Adjutant General	
Soldiers' Bonus	1
General Assembly	18
	<hr/> 240

Historical, Genealogical, etc.

Genealogy	11
Name Index	
1850 census	
(In use 3½ days by Litchfield	
High School History Class)	15

Historical

Black Hawk War	1
Miscellaneous	5
Enrolled Laws 1835	1
House Journals	3
Election Records	5
	<hr/> 39

Mail Inquiries

Archival Technique	4
Genealogy	9
History	7
Miscellaneous	6

Estimated

Grand Total

26
305

ARCHIVES CATALOG

December 1947

Catalog:

History Cards 2

Perrin Collection

Series 4

Cross Reference 6

Cards 29

31

Name Index

1850 Federal Census,

Montgomery County 450

VAULT ADMISSIONS
December 1947

Auditor of Public Accounts	17
Civil Service Commission	3
Illinois Commerce Commission	1
Dept. of Insurance	3
Supt. of Public Instructions	3
Secretary of State	
Corporation Dept.	3
Executive Dept.	16
Dept. of Registration and Education	38
State Treasurer	28
Division of Waterways	4
	<u>116</u>

PHOTOGRAPHIC LABORATORY

Report for Dec. 1947

465 - 8 x 10 prints

22 - 11 x 14 "

17 - 5 x 7 "

Photostats

Corp. 80

Lib. 230

12 gal. Dev.

14 " Hypo.

5 gal. Dev.

4 1/2 " Hypo.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for January 1948

Accessions: The Index Department of the Secretary of State's office deposited deed to property granted to Department of Conservation in Tazewell county.

The Index Department of the Secretary of State's office deposited General and Special election results, judicial. (1947)

Departmental Vaults

The Corporation Department of the Secretary of State's office transferred forty eight (48) drawers of 1946 correspondence.

The Department of Registration and Education transferred 4 drawers of reports.

Staff Work

The Archives Department has missed the leadership of Miss Margaret Norton, State Archivist, who was taken quite ill Thursday, January 8 and has since undergone a major operation. We are pleased to report that danger is reported over and that Miss Norton may leave the hospital within a few days. Before Miss Norton became ill she was subpoenaed to Dixon, Illinois to produce state documents in a court case there. She had also continued her work on the Perrin Collection.

The Archives Department is pleased to welcome Mrs. Winnifred Reischler to its staff. Mrs. Reischler is a linguist and has started work on the Perrin Collection. Miss Norton was not able to go fully into her work situation but the month has been well spent in orientation and a bit of chronological arrangement of a section of the Perrin Collection.

The Assistant Archivist has completed the territorial period of the history of county offices. This is the first large section of the work and lays a pattern for development. He has endeavored to keep Miss Norton's correspondence in order and to service all reference requests.

Miss Scheffler has completed her exhibit of pictures and interesting facts concerning persons whose names appear on the cornice of the building. The exhibit is in the second floor lobby and is informative as well as entertaining. Miss Scheffler has also rearranged 5275 cards in the letter S of the name index and filed 700 cards in the 1850 Federal Census.

Mrs. Robeson reports that she has placed in new folders, addressed and rearranged 566 enrolled laws between 1843 -45. She has made and filed 778 name index cards for Montgomery Co. 1850 census and has checked two genealogical request letters.

Mrs. McFadden has indexed and filed 500 name index cards for Montgomery county and has prepared and arranged 200 folders for general assembly house bills. She has also serviced several reference request letters and calls.

- 2 -

Mr. Roundtree has filed all not for profit cards for 1944. He has filed not for profit reports to the letter 'P' 1944. Mr. Roundtree is working with Mr. Cassady and is spending a short time each day on a preliminary inventory of level 4.

Respectfully submitted

A handwritten signature, possibly reading 'R. Roundtree', is written in dark ink below the typed name.

ARCHIVES ACCESSIONS

January 1948

Documents

Secretary of State

Index Department

Tasewell Co. deed to property	1
Election results, Judicial, 1947	60
	61

ARCHIVAL REFERENCE
January 1948

Routine Departmental Calls.

Secretary of State	
Corporation Department	
Annual Reports	131
Corporation Cards	41
Charters	3
Fee Books	2
Executive Department	
Notary Bonds	2
Trade Marks	9
Pardons	1
Inter State Compacts	2
Index Department	
Deeds	1
Elections	40
Enrolled Laws	17
General Assembly	25
General	
Liber Chronicarum	1
Illinois Atlas	1
Adjutant General	
Military and Naval Code (1879)	1
Waterways Division	
Aerial Maps	3
Vital Statistics	
Mortality schedules	4

284

(Cont.)

Historical, Genealogical, ed

Historical

Eminent Domain Act	1
Sacco Vanzetti letter	1
Lincoln originals	2
Cahokia	2
House Journals	2
Election Records	4

Genealogical

Name index		
(in use by public $\frac{1}{2}$ days)	<u>16</u>	28
		28

Unusual

Representatives of Dunn and Bradstreet were here twice this month checking corporation reports. 2

Mail Inquiries

Inter Departmental	6	
Genealogy	15	
Archival Technique	2	
History	2	
	<u>27</u>	27
Grand total		<u>339</u>

ARCHIVES CATALOG

January 1948

Name Index

1950 Federal Census

Montgomery County 1278

VAULT ADMISSIONS JANUARY 1948

Auditor of Public Accounts	12
Department of Agriculture	1
Div. of Architecture	2
Civil Service Commission	3
Illinois Commerce Commission	3
Ill. Liquor Control Commission	3
Secretary of State	
Corporation Dept.	3
Executive Dept.	19
Index & Securities	2
Dept. of Public Works & Buildings	2
Dept. of Registration & Education	43
Teachers' Retirement System	1
State Treasurer	32
	126

PHOTOGRAPHIC LABORATORY

Report for Jan. 1948

327 - 8 x 10 prints

10 gal. Dev.
12 " Hypo.

11 - 11 x 14 "

78 - 5 x 7 "

Photostats

Corp. - 100

5 gal. Dev.
4 1/2 " Hypo.

Lib. - 72

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for February 1948

Accessions: None

Departmental Vaults

Civil Service 20 cartons

Treasurer 10 cartons

Vital Statistics 300 books

Staff Work

February has been a busy month in reference and research. Election results, Lincoln requests and civil war research added interest to the accomplishment of our monthly production. We are looking forward to the return of Miss Norton and understand that she may be with us at least part time around March 15, 48.

The writer has continued his research into the history of county offices. Notes have been made on the constitution of 1818 and the laws of 1819, 21, 23.

I am continuing to spend some time in checking the shelf inventory but in Miss Norton's absence it is best to spend most all of the time at my desk.

Mrs. McFadden reports that she has unfolded, filed and typed folders for 350 General Assembly House bills thus finishing this unit. The Senate bills are not over yet. Mrs. McFadden also indexed 300 name cards for Montgomery Co., 1850. This with 265 desk calls and 119 vault key requests makes a busy month.

Mrs. Robeson indexed 578 name cards for Montgomery Co., 1850 and filed 500 cards. She also refilled in new folders 672 Enrolled laws bringing her up to 1849 in this unit of work.

Mr. Rountree has finished 1944 not for profits and has started on 1945 reports. He checked our Lincoln file and did research work on election returns. Mr. Rountree is continuing his work of checking the shelf list on level 4.

Mrs. Reichler is arranging a part of the Perrin collection in chronological order. The work completed is from 1809-25. She is taking notes that will later aid in subject matter arrangement.

Miss Scheffler reports that she has completed arrangement of the cards in the letter "S" file. Number of cards rearranged 16,275. Number of cards incorporated in the "T" master file 4,200.

Respectfully submitted,



NARRATIVE Feb. 1948


SUPPLEMENT

BUILDING & EQUIPMENT

We have noticed that in the Departmental Vaults where the walls and equipment do not get regular cleaning service that sediment is beginning to collect. Mr. Shipp informs me that he had his men started on Thursday, Feb. 5, to wash walls in the departmental vaults that they could get too. We understand that this is the responsibility of the department and that they should not let their records go too long without attention.

Due to some mechanical defect, we had an overflow of water on the roof level. It happened during the night and the water worked down as far as the ground level. Approximately 180 warrants in the Executive department under Mr. McHenry were wet and several license applications in drivers license under Mr. McAnarney. A few indexes and miscellaneous records were wet in the 3rd floor vaults but we were very fortunate in the extent of the damage. This matter was reported to Miss Rogers and I am sure that steps are being taken to see that it cannot happen in the future.

The Venetian blinds were removed^{for} cleaning and repair and have been returned, but we observe that some of the runners are missing and we think the matter should be looked into. The watchman reports some are not in good mechanical condition. The cushions for the divan in the 2d floor ladies lounge were removed for refurbishing.



ARCHIVAL REFERENCE

3-6-1998

Routine Departmental Calls

Secretary of State

Corporation Dept.

Cards	68
Reports	97
Charters	3
Fee books	4
Correspondence	1

Executive Dept.

County officers	2
Trade marks	5

Index Dept.

Elections	25
Deeds	2
Enrolled laws	29
General Assembly	14

Securities

Closed cases	1
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Adjutant General

War record	1
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Governor letters	<u>1</u>	250
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Historical Genealogical

Name index 1250 census	7
------------------------	---

Historical

County history	2
Chicago history	1
Lincoln originals	1
Illinois Blue book	3
Vice President Stevenson	2

Mail Inquiries

Inter departmental	3
Genealogy	12
History	<u>4</u>

Grand total	<u>35</u>	285
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ARCHIVES CATALOG

February 1948

Name Index

1850 Federal Census

Montgomery County 878

Miss Nichols said that Mrs. Orth is doing some mending and is putting some pamphlets in binders. Miss Schmitz is working on the career file and ordering more material.

It was announced that Miss Bailey and Miss Nichol are to attend the Special Libraries meeting May 25.

Mrs. Langsdon is pleased with this year's regional meetings. She said most programs were too full, however, and did not give enough time for discussion from the floor.

Mr. Baskett announced the birth of a new daughter and Miss Rogers said Mrs. Stevens has a new grandson.

Mrs. Howard took an exhibit to the Lutheran Teachers' meeting. Miss Herne and Mrs. White took an exhibit to the School Librarians' meeting. Mrs. Howard spoke on Book Aids for Changing Times at the Illinois Parents and Teachers' Conference in Chicago. She took some material for distribution, but they want more for next year. She is now busy with requests from vacation Bible schools and 4-H camps.

Mr. Haggarty said he has been visiting librarians in regions 4 and 5 and attending regional meetings.

Mrs. White gave an very interesting demonstration of the use of Flanographs for story telling, especially for Sunday Schools. Miss Ringerling, Miss Murray and Miss Lundeen were appointed a committee to think out applications for the State Library and to plan an exhibit for I.L.A. See display this week in Collections Dept.

This summer there will be a full staff, all vacancies being filled. The same clerical help will be here as last year, including for the Archives, Mrs. Mary Basler Dahlgren who was with us last year and who will resume the work she started on the Adjutant General's files. The same school librarians will be here again, except that Miss Warren is not returning.

Leaves of absence were reported as follows:
Mrs. Hanna to attend U. of I. summer school
Ruth Mills - to visit Mexico
Florence Nichol- to visit Europe

Next staff meetings May 20, June 10.

Margaret C. Norton,
Archivist

STAFF MEETING
May 28, 1952

The Tennessee State Library and Archives Building cornerstone was laid May 3. Miss Rogers and I were invited but did not receive the the invitation in time to attend. We are informed that the building will be opened in October but that hardly seems possible if only the cornerstone has been placed.

Each fall the Civil Service Commission offers In-Service Training programs and will do so again this year. It is requesting persons wishing to take courses to indicate that this time what courses they would like. Miss Rogers has only one copy of the tentative list which will be posted on the staff bulletin board inside the stacks on the third floor of the Centennial Building. A minimum of 15 registrants will be required for the non-credit course. One new course being offered is entitled "Problems of the Aging." Last year Mr. Rountree complained that there were no courses giving graduate credit in his field. He and others interested should notify the Civil Service Commission of their interest and perhaps provision can be made for them. Mr. Cassady also indicated an interest in a course on Illinois history. Perhaps there are others on the staff who would be interested in taking a course, for or without credit. If so, here is your opportunity to express your desires.

A map made by Mr. Haggard showing where regional meetings were held and the towns represented at them. 921 persons registered from 222 libraries.

Mr. Monaghan, formerly of the Historical Library, has just come out with a new biography of Charles Ray, former editor of the Tribune.

The Embossograph Company has requested us to exhibit the uses to which we are putting their machine, at the A.L.A. meeting in New York. Attention is called to the attractive "Take One" sign on the third floor near Mrs. Ennis' desk.

If you have a preference for hospitality committees for the I.L.A. meeting here please indicate this to Miss Rogers or Miss Dieckhaus. We shall all be having to help, so you will get what you want if you speak up now. Just what these committees will be I do not know. We mentioned such things as exhibits, food, tours, hostesses, etc. We decided to serve coffee and doughnuts from 8 to 9:30 Friday and Saturdays mornings at the Library, in the 2d floor corridor of the Centennial Building. This being an inducement for I.L.A. members to visit the Library. Invitations to each of the 400 libraries will be mimeographed on the Lincoln stationery got out by the Zonta Club and I volunteered the services of the Archives staff in addressing the envelopes. We shall have plenty of time to get these out and I thought this was perhaps as easy as anything our staff could do. A committee was appointed to word this invitation also other publicity such as a sign for headquarters hotel (Leland) and a broadside to be inserted in the kit: Curran, East, Ennis, Mc Mullen, Myers.

Since my return I have not yet resumed work on the Perrin Collection on which I expect to concentrate in the next few months. There have naturally been many odds and ends of proof reading, correspondence, staff supervision, and miscellaneous things which required attention but not too much energy.

Mrs. Robeson was taken to the Administrative Office on March 15th to replace Miss Santarelli who is in the hospital. Mr. Cassady has replaced Mrs. Robeson for the two and a half hour relief periods at the Reference Desk. This takes him away from his research work for practically half time, but he is gradually taking over the reference work and other supervisory work formerly done by Mr. Wetherbee, thus freeing me in turn for more uninterrupted work which requires concentration. I shall have him continue the work in the Reference Room instead of Mrs. Robeson to whom I shall assign other work.

It would be desirable for Mr. Cassady to have desk space on the first floor, but not directly in the Reference Room. We have enough shelf space in the Reference Library to permit the removal of the two double faced sections in the northwest corner of the room. This would give Mr. Cassady a quiet yet accessible place for a desk. His removal to the first floor would release his present desk to Mrs. Reichler, who, though never complaining about it, is handicapped in her work on the Perrin manuscripts by uncomfortable lighting.

Mr. Cassady reports that he continued work on notes on the history of county record offices in the early part of the month and has reached the year 1526. Since my return both Mr. Cassady and Miss Scheffler have spent most of their time preparing two exhibits - Mr. Cassady working on an Illinois exhibit to parallel the freedom train; Miss Scheffler on an exhibit to commemorate the centennial of the Illinois and Michigan canal. The Division of Waterways in cooperating with us in the latter exhibit, having provided a number of photographs.

Miss Scheffler reports that she has finally completed the revision of the letter "S" in the name index. Through error she reported last month the total number of cards in the "S" file as having been rearranged. Therefore this month she is reporting only the number of cross-references and guide cards inserted.

Mrs. Reichler continued the chronological refileing of the Perrin Manuscripts 1820-1827 inclusive, comprising 22 folders and about 1000 documents. These papers had previously been arranged by years, but not by days, and months. Upon my return to the office I gave her instructions and started her making name index cards, beginning with the year 1808. She has made preliminary name index slips for certain types of documents dated 1809-10, approximately 100 documents and 550 index slips.

It is quite important that we concentrate on the Perrin Collection just now because of the 250th anniversary of the settlement of Cahokia in 1649 which is to be made an outstanding celebration. The Illinois State Historical Society annual historical pilgrimage next year will center on the old French settlements.

Mr. Charles E. Peterson of the National Parks Service and the St. Louis Historic Documents Foundation (sponsored by St. Louis University) are very much interested. Miss Boylan spent two days here in March going over the Perrin calendar. She says we have outstanding documents, which, of course, we know, but that documents which correlate with ours are still in Belleville. She thinks that we have a good chance to get local backing for having all documents of the Cahokia period (prior to 1818) brought to the archives. I told her we have many documents later than 1818 which probably should be returned to the county and perhaps could be exchanged for earlier ones. I do not think we should make any hasty moves, however. I do wish we could get a laminating machine so that we could demonstrate that we are taking proper care of these documents entrusted to us. Mr. Peterson has asked for a photostat of our calendar but I am trying to get him to accept a microfilm copy instead. Since we promised photostatic copies to the county if requested, we shall probably be called upon for many photographs for the use of this anniversary committee.

Mr. Rountree reports having completed the filing of 1944 Not for Profit Reports, the filing of the letters "A" and "B" and part of the "C" file of 1945 For Profit Reports. He has also assisted Mr. Cassady in searches for genealogical patrons, and of course acts as runner for producing and refiling documents in the stacks.

The Reference Desk as shown by the statistics has been fairly busy during the month. Mrs. McFadden reports having made 650 index cards, and Mr. Cassady 625 index cards, both for Montgomery County census of 1850. Mrs. McFadden has filed some of these. She has also unfolded 2 boxes of 1903 General Assembly records and typed folders for the same. She also unfolded, stapled about 200 corporate reports as well as taking care of a number of reference calls and showing courtesies to visitors.

A copy of our catalog rules was sent to an importer for shipment to a Russian archival agency.

State Records Commission

The State Records Commission met on March 22. The Public Welfare Department was authorized to destroy another two years accumulation of the same categories of records authorized for destruction by House Bill 774 of the Sixty-fourth General Assembly. Under the Commission Act this authorization is to be reported to the General Assembly but does not require further legislative action.

Visitors.

The National Archives sent two very pleasant young Americans to visit us on March 24th. They were Mr. Luis Gonzalo Patrial of the National Archives of Venezuela at Caracas and Mr. J. Atilio Giacosi Bertoli of the Nation Historical Museum, Montevideo, Uruguay. They have been interns at the National Archives for the past six months. We gave them a number of photographs and a copy of the plans of the building.

Photographic Laboratory

The report of the Laboratory has not yet been received. Much time has been spent on publicity stills for the Secretary of State. As archival projects we might mention the resumption of microfilm work, including copying a rare document in the Historical Library for one of their patrons. Several pictures were taken under my direction to illustrate vault layouts and other technical features of the building. We have many calls for such things from other archivists and the original negatives taken when the building was first opened have either been lost or are the property of outside commercial photographers.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

March 1948

Secretary of State. Index Dept.

Title records (1 case)

6 documents

ARCHIVES REFERENCE
March 1948

Routine Departmental calls	
Secretary of State	
Bookkeeping Dept.	
Duplicate payrolls	2
Corporation Dept.	
Fee book	2
Correspondence	4
Annual reports	157
Index cards	80
Charter records	4
Court of Claims	3
Executive Dept.	
Executive bonds	2
Executive register	1
Land patent	1
Notary marks	14
Index Dept.	
Deeds to state property	1
Election records	38
Enrolled laws	23
Securities Dept.	
Closed cases	12
 General Assembly	 9
 Illinois War Council	 2
 Records Commission	 1
 Illinois Waterways Div.	 2
Illinois and Michigan canal	2
Waterways security maps	9
	<hr/> 345
 Historical, Genealogical, etc.	
Archival technique	3
Miscellaneous	1
Illinois history	1
Liber Chronicorum	1
Name index (patrons)	18
Perrin collection	6
State census	1
	<hr/> 28
 Mail Inquiries	
Archival Technique	4
Genealogy	8
Historical	7
History State Departments	1
Miscellaneous	6
	<hr/> 25
	<hr/> 498

ARCHIVES CATALOG

March 1948

Name Index

Letter S refiled

Cross-references added	2328
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Guide cards	503
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Federal census, 1850	
Montgomery co.	1276
	<u>4103</u>

Catalog cards

None

VAULT ADMISSION MARCH 1948

Div. Architecture & Engineering	2
Auditor of Public Accounts	10
Civil Service Commission	18
Dept. of Insurance	4
" Public Works & Buildings	1
Illinois Commerce Commission	3
Historical Library	1
Liquor Control Commission	1
Secretary of State	
Corporation Dept.	4
Court of Claims	4
Executive Dept.	20
Securities	2
Dept. of Registration & Education	47
State Treasurer	38
Supreme Court	2
Waterways	1
	<hr/> 185

Photography Report

March 1948

425 - 8 x 10 prints

27 - copies 81 - 8 x 10 prints

2 - 16 x 20 prints

10 gal. Developer
13 " Hypo.

Photostats

Corp. Dept. 17

Lib. 41

4 1/2 gallon Hypo.
5 " Dev.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for April 1948

Accessions.

The Corporation Department deposited 21 boxes (letter file type) of correspondence of the Anti-Trust Department for the years Jan. 1917 - June 1919. These records were discovered recently in a basement storeroom.

Departmental Vaults.

Records were transferred to their Departmental Vaults by the following State Departments; Civil Service Commission; Registration and Education; Auditor of Public Accounts; Comptroller's Office, Finance Department; Division of Waterways, Public Works and Buildings Department.

Mr. Arnold of the Auditor's office asked for authorization for the transfer of a number of cartons of unbound land commissioners' records. We had to tell him that we could not permit the use of pasteboard containers in their vaults. Mr. Arnold said he would talk with Mr. Hardie about the possibility of purchasing some steel transfer drawers but was dubious about vault space for that number of filing cabinets. We offered to take them for the archives, but these records really should not be separated from the other land records. Mr. Arnold has several times expressed himself as favorable to the transfer of the land records to a departmental vault in the Archives Building, provided he could have desk space elsewhere in the building. Now, he informs me, he has also been put in charge of supplies, which means he must stay where he is. There is no departmental vault space at present that he could use, but perhaps that could be handled when and if a proposition for transfer were made to us.

The Automobile Department staff working on the eleventh level has been augmented since the primaries, throwing such an additional load on the ventilating system as to affect the whole building. One of the first warm days one of the girls on eleven fainted and the rest of the staff complained so much that some one came over from the Front Office and dismissed them for the day. Some of these employees have intimated to the Archives staff that they intend to break the building regulations in the hope that we will demand that the office be removed from the building. I have smelled tobacco smoke through the ventilations occasionally and one day recently. I rode down on the elevator with a man with a two-thirds smoked and lighted cigarette in his mouth. He looked as if he knew he was doing something he shouldn't and as if he dared me to reprimand him. I ignored him deliberately for I have said all I can on the subject and I know what they want is for me to fight to get them out of the building, and I do not think the next move is mine.

Exhibit

Miss Scheffler prepared an attractive exhibit in commemoration of the centennial of the opening of the Illinois and Michigan canal, April 23d. Mr. Belair wrote some publicity on the exhibit which

was noticed in Springfield and other papers and printed in full in some newspapers published along the line of the canal. Representative Smith from Ottawa spent some time looking at the exhibit, he told Mr. Belair; but unfortunately he did not make himself known to any of the Archives staff. Mr. Belair promised to get him to call again so we can show him other things. The Conservation Department and the Waterways Division have been and are using the canal records extensively, and through her cataloging of records, the reference work she has done with those departments and this exhibit Miss Scheffler has acquired a useful and detailed knowledge of the contents of the collection.

Miss Scheffler describes the exhibit as follows; "In selecting records to display, an attempt was made to select those records which would have popular appeal and yet give a story of the construction and operation of the canal... Records of the construction and operation periods with future plans for the canal are displayed..." Among the documents displayed might be mentioned are the Post and Paul map of 1824 (the first survey of Northern Illinois); engineering drawings and contractors' estimates; the original certificates of purchase for the first canal land sold also for the first lot sold in Chicago (1830); canal scrip used in payment of contractors and laborers; an old canal bond and coupons; toll records showing names of boats and inventories of their cargoes, etc. A list of documents exhibited is appended as an office record.

The exhibit is further illustrated by two colored lithographs showing canal scenes, borrowed from the Art Department of the State Library and pictures loaned by the Division of Waterways. The latter include four framed woodcuts by "Mister McKee" depicting early days on the canal, and four recent photographs. We had been promised the model of the canal boat, but this had been broken last summer while on the county fair circuit.

Mr. Cassady is still trying to work out an exhibit to coincide with the coming of the Freedom Train to Illinois, but reports little progress. I have myself spent little time or thought on this exhibit but have made a few notes and expect to work on the project myself during the month of May.

Staff Work

I have begun the revision of Dr. Iben's index to the early records in the Perrin Collection. I find that he omitted many names and usually find a complete revision of the wording advisable. However, the work he did on the collection was fundamental, particularly useful in showing the numerous spellings of names and helpful in deciphering illegible words. The work is going slowly largely because I have so many other things to do that often several days elapse between times of working on the project. I have, however, finished the unbound records through the year 1783.

Mrs. Reichler has made index slips for most documents covering the years 1809-1814 - that is, of those documents for which a form could be devised. The more difficult documents she will be trained to do a little later. We hope to have the Perrin records indexed in detail for the Cahokia period (-1818) by the end of the year and inside of six months if possible.

Miss Josephine Boylan has loaned us her notes on documents in the St. Clair County Court House which dovetail with the Perrin manuscripts. So far I have done nothing with these, however.

Mr. Cassady continues to be at the reference desk for 2½ hours Mondays through Fridays. He uses the Microfilm Reader for checking mail inquiries on genealogy and for indexing. He reports having made 800 index cards for the federal census for 1850 for Montgomery county. Mrs. McFadden reports having made an additional 1000 cards. Only 18 pages (750 names) remain to be done to complete the index for that county.

Mr. Cassady reports that he is working in the year 1827 for his notes for the history of county officers. He has done a number of other miscellaneous pieces of work, none of which are of sufficient importance to be enumerated here.

Mr. Rountree reports that he has filed the letters "C", "D" and part of "E" of the Corporation reports. He also helped Miss Scheffler to install the I & M Canal Exhibit.

Miss Scheffler reports having rearranged 4350 cards in the letter "T" in the Name Index. Most of her time during the month was devoted to the exhibit and reference work in relation to the Illinois and Michigan Canal, which work is described elsewhere.

Building Notes

Ventilators were added to the windows in the west workroom, 2d floor.

We had another leak in the upper floors, this time caused by a defect in the film vault air conditioning machinery which caused defrosting. This and the source of the previous leak have now been taken care of, according to Mr. John Darby, engineer.

Staff Notes

Miss Scheffler is the new editor for "The Delphinium," the publication for state of the Delphi Club. She has also been re-appointed a member of the board of directors of the Illinois State Employees Association. She was also successful in locating California relatives for a Mr. Fritz Klepp of Housberge, Germany, who remembered her from a childhood trip to Germany.

Reference Work

Reference work has been varied this last month and only a few samples will be mentioned here.

Most of the canal records work was done with Mr. George Treichle and Mr. Benjamin Haddick who are preparing a brochure on the Illinois and Michigan canal for the Conservation Department which is developing a series of recreational areas along the canal from Morris to Channahon.

Dr. Watters of the Historical Library is working on the history of Illinois in World War II for the Historical Library. At Mr. Monaghan's request we have issued a vault permit for her to go directly to the War Council records so we do not have statistics on the reference use of these documents.

Mr. Earl Searcy, Jr., chose the subject "Illinois Archives" for a term paper for one of his courses out at Springfield Junior College, and has made a number of calls on us. I took him through the building and gave and loaned him literature on the subject. He is a pre-law school student who took an inventory of the Supreme Court records for his father last summer and became interested in what we are trying to do. I saw the first draft of his paper and thought it very good.

Miss Harriet Price of Delavan, Illinois, came in one day after my closing hours and talked at length with Mr. Cassady about the town records for which she has recently been made custodian. Particularly she was interested in curing a condition of dampness in the storeroom. I wrote her at length and offered to stop off at Delavan to give her such help and advice as I could on my way home from a certain trip to Dixon to be made early in May. She has never replied so I hope I answered the questions which were bothering her.

Mr. Romain Proctor, local artist and exhibitor of puppets spent a delighted hour or two looking over the photostatic copies of the letter heads displayed in our Museum Room several months ago.

The F B I has been checking the 1936 and 1940 Communist Petitions again and we have had almost daily visits from them.

We have had several interesting requests for microfilming. Among these might be mentioned a rare pamphlet belonging to the Historical Library copied for a substitute for an interlibrary loan; microfilms of plans of a school house to be used for making slides for the secretary of the State School Board Association; and microfilm copies of certain original U. S. Weather Bureau records for a professor at Normal University.

Respectfully submitted.

Archives

ILLINOIS AND MICHIGAN CANAL material on exhibit in Museum
Room April 19, 1948

Field Books

- A-48 160 South Branch Survey also Side cut from Bridgeport
to Chicago via Chapin's slaughter house ... 1847
- A-16 Compass book of the I. & M. Canal No. 2 of ... Lower
Division, Friday, Sept. 18th, 1836. (no cover)
- K-9 1 Compass Book No. 1 Mar. 12, 1836. A.I. Mathewson
- A-43 1845 Comp. Book No. 1 Calumet Feeder A.I.M. ...
Towpath Bridge across the mouth of Sag- ... Feb. 6, 1847
- K-3 3 Compass Book, Ill. & Mich. Canal 1836 N.4 May 14, 1836
(Meanders of Lake Joliet)
- K-4 4 Compass Book Ill. & Mich. Canal No. 5 (Drawing showing
line of Canal, Mt. Joliet) 1836
- A-19 Line of Canal in Chicago showing Archer Road 1837
- C-13 Level Book of the Fox river Expedition 1836. (W. Terrell's
level book .. rodman under ... Ed. B. Talcott;
- A-20 Labels taken on Stoney Creek also on the Sag
- E-1 Toll calculations Ill. & M. Canal Chicago 1851
- E-14 Day Book Channahon Oct. 21st, 1854-July 4th, '57
5 receipts from the Office of Chicago Tow Boat Company
for towing charges.

- P-10 Volume of Reports of Board of Trustees I & M Canal, Dec. 1,
1848-1848 1 vol.
- F-24 Curves ... cross sections ... By A.I. Mathewson on I. & M.
Canal from A.D. 1837 to the close of the trust ; by the
Trustees to; the Bond Holders
- Clearance Record, Chicago Office May 9, 1848-July 5, 1848
- Clearance Record, La Salle office May 12, 1848-May 13, 1848
- Folder from I. & M. File ; Engineers'; Estimate book sections
from 155 to 197 ... Oct. 1836
- Illinois and Michigan Canal Bond 225 pounds Sterling
- scrip 1839 Branch State Bank of Chicago \$ 2; 5; 10; 50;

Scrip 1840 State Bank of Illinois \$ 5; 2.50; 100

Scrip 1842 State Bank of Illinois \$ 1; 2.50; 5; 100

Treasurer's office of the Ill. & Mich. Canal Vouchers, for various sums made payable to John Calhoun, Treas. ...
Aug. 1, 1839 5 copies

1848 Summary from the Treasurer's report upon the Receipts and expenditures for the year ending Nov. 30, 1848. photostat

1847 Account of money applied on account Messrs. Knapp & Totten
1 sheet

1847 Note to Chief Engineer from Edward D. Davis, at Dresden asking for blanks for check rolls "for ... we have so many different men .. The work is getting along very well." 1 page

1846 Bill of materials for Aux Sauble aqueduct showing number of pieces, where applied, length, breadth, depth and quantity
1 sheet

1847 Voucher for money due contractor for work done on the Ill. & Mich. Canal 1 sheet

1848 Forms used by the Chief Engineer in Construction Accounts for money due him 1 sheet (Blank Form)

1824 Original "Map of ... Illinois through which it is contemplated to construct a Canal ... J. Post & R. Paul

1846 Letter dated "Morris, 19th of Dec. 1846" from W.L. Peru to William Gooding, Esq. Chief Eng. Ill. & Mich. Can." "Ink freezing in the pen" 1 page

1830 A map of the first canal commissioner's sub-division of Chicago, made in 1830. (removed from 1900 report of I. & M. Canal Commissioners. To be replaced in copy of report on 6th level with other I. & M. Canal reports)

1830 3 original certificates of purchase for first canal lands and first Chicago lots sold by the Canal Commissioners

E-1 Illinois & Michigan Canal, Secretary's office, Lockport, Jan. 1, 1855. "Tolls received on the I. & M. Canal from the opening of navigation to Nov. 1848 p.2-3 May 9th-Nov. 30, 1848

E-25 Canal tolls. Weekly reports, etc. 1848; 1849; 1850
1848 Accounts of toll received by John H. Kinzie, Coll. of Canal tolls in the month of July 1848. July 1-30, 1848

2 issues of each of the April and May "Service Bulletin, Public Service Company of Northern Illinois" 1948

Ill. & Mich. Canal material on exhibit ...

Operation records

1883 F-17 Time book used by maintenance men on I.&M. Canal
(A. Thomas, Ottawa, Illinois)

1884 F-54 Time schedule with notes concerning work done.
(John Sheely)

1882-1892 Workman's monthly time book.. Signed by Collector
or clerk. Dredge No.2

K-27 Michael McFadden Lock Tender, Lock 5 Joliet, Ill.
Oct. 20, 1914 Clearance records July 18, 1910-Oct. 22, 1915
(No cover onbook)

Illinois Public Works ... Summer 1946 3 copies.
1 copy Miss Norton's
2 copies Ill. Doc. Surplus

Illinois Public Works August 1946 Picture of Lock near
Channahon on rear cover.

Illinois State Parks and Memorials n.d. p.25-26 Pictures
of I. and M. Canal State Parkway. ...

Ill. State Dept. of Waterways

4 photographs of I. & M. Canal
4 woodcuts, framed

2 paintings by Henry, (Courtesy of Ill. St. Library, Art Dept.)
Childhood of Rapid Transit
Rapid Transit

2 Enrolled Laws. separate charges filed in folder for

"Enrolled Laws" at Reference desk.

ARCHIVAL ACCESSIONS

April 1948

Secretary of State. Corporation Dept.

Antitrust Dept. Letters 1917-19

21 boxes

ARCHIVES REFERENCE
April 1948

Secretary of State		
Bookkeeping Dept.		
Duplicate payroll	2	
Corporation Dept.		
Annual Reports	115	
Charter Records	1	
Index Cards	59	
Correspondence	6	
Executive Dept.		
County Officers	2	
Certificate of Qualification	1	
Land patent	1	
Trade marks	10	
Index Dept.		
Deeds to State property	88	
Contracts	1	
Election Records	35	
Communist Petition	5	
Enrolled Laws	25	
Securities Dept.		
Closed cases	5	
General Assembly	13	
Tax Commission		
Research data	2	
War Council	2	
Division of Waterways		
Canal records	32	
		405
Genealogical, Historical, etc.		
Genealogy		
Name Index	5	
Miscellaneous	1	
Historical		
Letter Head Collection	1	
Lincolniana	1	
Executive Register	3	
Archival Technique	2	
		13
Mail Inquiries	17	
Genealogy	17	
Historical	1	
State Records Commission	1	
Archival Technique	4	
Miscellaneous	7	
		30
		448

ARCHIVES CATALOG

April 1948

Name Index

U. S. Census for 1850
Montgomery County

1600

Perrin Collection
Cahokia records, 1722-1786

427
2027

Number cards rearranged,
letter "T"

4350

VAULT ADMISSIONS April 1948

Div. of Architecture & Engineering	1
Auditor of Public Accounts	26
Civil Service Commission	4
Finance Dept.	2
Illinois Commerce Commission	2
Dept. of Insurance	5
Dept. of Public Welfare	1
Secretary of State	
Corporation Dept.	6
Executive Dept.	22
Safety Responsibility	35
Securities	5
State Treasurer	21
Supreme Court	2
Supt. of Public Instruction	5
Dept. of Registration & Education	48
Div. Railroad & Property Tax, State Dept. of Revenue	1
Waterways	3
	<hr/> 139

Photographic Reports

April 1948

262 - 8 x 10 prints

57 - 5 x 7 "

88 - 8 x 10 "

4 - 16 x 20 "

8 gal. Dev.
10 " Hypo.

Photostats

Corp. Dept. 80

Lib. 231

9 gallon Hypo.
10 " Dev.

ILLINOIS STATE LIBRARY

Archives Department Report for May 1948

Accessions

The only accession of the month was two documents relating to title to property belonging to the Pontiac branch of the State Penitentiary.

Departmental Vaults

Transfers of records to their departmental Vaults were made by the Bookkeeping Department of the Secretary of State's Office, the Department of Registration and Education and the Superintendent of Public Instruction (Teachers' Examining Board and Special Education Service).

Staff Work

Mrs. Reichler and I continued indexing the Perrin collection. I have completed revision of the indexing of unbound records from 1783 to 1787 inclusive, 457 cards. Mrs. Reichler has done the preliminary slips for the years 1814 and 1815 and some work on the year 1816. Her work does not show in the statistics because it has not been revised. Because of the similarity between documents of the period in which she is working, the revision will be more routine than in the case of the earlier French records.

Miss Rogers attended the organization meeting of the committee in charge of preparing for the 1949 celebration of the 250th anniversary of the settlement of Cahokia, held in East St. Louis, May 4th. I was to have gone too, but was tied up at Dixon. Mr. Charles E. Peterson, president of the St. Louis Historical Documents Foundation spent all day here May 26th studying our Cahokia documents. He is an architect by profession, attached to the National Park Service. Unfortunately, he is being transferred to Richmond, Virginia very soon, so we shall not have the benefit of his knowledge of restoration work. He claims to have originated the national historic buildings survey, the records of which are in the Library of Congress. He was particularly interested in descriptions of buildings and of land use, and found several illuminating documents bearing on the history of the old court house. Other members of the committee will be visiting us, so we are trying to get the Perrin collection in shape as fast as possible, though I seem myself to find too little time to work on it.

On May 3d and 4th I was in Dixon, waiting to give testimony concerning the State's title to the Hanson lands purchased for a State Recreation and Conservation Area, in the case involving the indictment of former Representative Lyle Prescott for conspiracy (getting more money for the lands from the State than he paid to the property owners.) The judge impounded the records taken to court by Mr. Hardie of the Auditor's Office and by me, and so far we have not been able to get them back. I had a letter from Mr. Pires, State's Attorney, in reply to my letter reminding the Circuit Clerk that the records were not yet returned, in which Mr. Pires states that he will have the judge

release them the next time he holds court at Dixon. If they do not get back inside of a month I think we should ask the Attorney General to replevin them, but I hope that will not be necessary. The law makes it mandatory for a court to accept a certified copy as evidence, but this judge refused over the protest of both Mr. Hardie and myself. We could not refuse to leave the records without being held in contempt of court. Of course we both hold receipts which we prepared in consultation. Mr. Pires closed his letter by saying that he is looking forward to seeing me again, which probably means they are going to retry Mr. Prescott on the other and similar indictment and that I shall probably have to make another trip.

Miss Scheffler prepared a one case exhibit on Bishop Hill as our contribution to the Swedish Centennial. She borrowed a number of photographs from the Division of Parks and for records used the charter of the colony and the petition for the charter. The petition lists all the names of the residents at the time of incorporation.

Our responsibilities in connection with the Freedom Train have evaporated, for which I am satisfied as I have been lukewarm over the idea right along. I cannot believe that a Communist will be converted to Democracy just by looking at documents even though they be precious. I have had apologetic letters from Dr. Stevens and Dr. Frank Monaghan of the American Heritage Foundation admitting that they have lost control over the project. The Freedom Train is to be in Rockford June 23d (if I remember correctly). The last I read about that was that it would not be routed there unless the community raised between \$8000 and \$10,000 "for expenses." It is to be in Springfield some time in July. We shall have an appropriate exhibit in the archives but apparently are not to be asked for co-operation.

Mr. Cassady is making progress on the history of county offices. He reports: "Notes for the period from 1818 to 26 have been assembled and now the statutes of 1827 can be worked in. The frame work for the period 1818-1848 is now erected and notes of amendment, enactment and revision will be smoothly incorporated." His work in this field has already been valuable in enlightening us about the records in the Perrin Collection. Mr. Cassady spends two and a half hours at the reference desk each day. He also does considerable search on reference questions which come in.

The 1860 federal census for Montgomery County has been finished and Macoupin county has been started. Mrs. McFadden and Mr. Cassady are both working on this.

Besides her work of preparing exhibits, Miss Scheffler has spent most of her time on the rearrangement of cards in the name Index. Since she has finished the letter "V" she is within sight of the end of what proved to be a more fussy job than we had anticipated. She has also worked with Mr. Squires of the Division of Waterways in finding material in the field books of the Illinois and Michigan canal records. He has given her his notes on the contents of these books which will explain and simplify her work of catalog description.

Mr. Rountree has filed Corporation Reports from "D" through "G", besides his work of producing and refiling documents from the vaults, assisting Miss Scheffler in setting up exhibits and other miscellaneous tasks.

Mrs. Robeson has unfolded and made new folders^d for 1,663 Enrolled Laws for the years 1907 - 1911.

Miss Winterbauer is about half through the letter "I" in typing the History of State Departments.

Personal Items

Miss Lovenia McDonald, formerly matron in the Archives Building and a sister of Minor McDonald, now one of the janitors, died in East St. Louis May 19th. Flowers were sent from the Archives Building and the State House and Centennial Buildings, plus a sum of money collected amounting to \$22.00.

I was the subject of the "Women at Work" column in the Illinois State Register early in May.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

May 1948

Secretary of State. Index Dept.

Title to State Owned Real Estate,

**Cemetery Lot for use of Pontiac
Branch, State Penitentiary**

2 documents

ARCHIVES REFERENCE

May 1948

Routine Departmental Calls

Secretary of State	
Corporation Dept.	107
Annual reports	38
Index cards	1
Charter record	1
Fee book	3
Correspondence	
Executive Dept.	
Record of County officers	1
Land patents	2
Notary bonds	3
Warrant	1
Index Dept.	
Deeds to State property	2
Elections	20
Enrolled laws	16
Securities Dept.	
Closed cases	13

General Assembly records 16

Insurance Dept.
 Annual reports 10

Division of Waterways
 Canal records

28

341

Historical, Genealogical, etc.

General Assembly	1
Miscellaneous	8
Name index	4

10

Mail Inquiries

Genealogy	6
Historical	7
Archival Technique	2
Miscellaneous	10

25

376

ARCHIVES CATALOG

May 1948

Name Index

Perrin Collection, 1783 - 87 457

Federal Census, 1850

Montgomery Co.

(completed, total of 1800 cards
including those previously
reported)

725

Macoupin County

475

Rearrangement of file

Guide cards added

256

Cross-references

1319

4232

7550 cards re arranged, letters "T" - "Y"

Catalog Cards

0

VAULT ADMISSIONS May 1948

Div. of Architecture & Engineering	2
Auditor of Public Accounts	37
Civil Service Commission	2
Department of Insurance	3
" " Finance	1
" " Public Works & Buildings	2
Illinois Commerce Commission	2
" Liquor Control Commission	1
Secretary of State	
Corporation Dept.	5
Executive Dept.	24
Safety Responsibility	22
Securities	2
State Treasurer	26
Supreme Court	1
Supt. of Public Instruction	3
Dept. of Registration & Education	47
Waterways	1
	<hr/>
	181

ILLINOIS STATE LIBRARY
Archives Department
Report for July 1, 1946-
June 1, 1948

The Archives Department of the Illinois State Library moved into the State Archives Building in March 1938. Ten years afterwards we can report that it is estimated that there is room for only one more year's accumulation of records in most of the Departmental Vaults, while in those vaults immediately under the jurisdiction of the archivist it would be possible to receive only one more major accession. Although it is thought that less than ten percent of the State's non-current permanent records are still out of the building, the annual rate of increase of records is so high that additional vault space will be necessary in the very near future.

During the war the scarcity of office space in Springfield forced the Secretary of State to move part of his Automobile Department into the Archives Building. One floor of departmental vaults, sorely needed for the housing of those permanent records of the State for which the building was planned, is now used for office space. The three floors of offices which formerly housed the archives staff, the Departmental Vault clerks stationed in the building to service the records of their respective departments, and the Illinois Documents Collection of the State Library are now used by the Automobile Department. In addition, the archives repair room and the building storage room have also been taken for other purposes. Three floors of archival vaults have had to be used for shelving the Illinois Documents Collection. The standard office space allowance of one desk per employee is utterly inadequate for work with records which have to be spread out over considerable area while being processed. Plans for catching up on arrearages of filing and of repair work have had to be dropped until such time as the ~~XXXXXXXXXXXX~~ work space planned for archival use can be regained. The addition of State employees not subject to archival discipline in the matter of fire and other safety provisions for the protection of the records entrusted to our care has been an increasingly serious source of worry and complaints on the part of other departments housing records in the building. It may be said, however, that this arrangement is no more satisfactory to the Automobile Department than to us, and we hope that when the erection of new State buildings is begun that other departments will no longer have to be quartered in the building.

So much for some of the disadvantages under which we have been laboring. On the positive side we can report the following statistics for the period beginning July 1, 1946 and ending June 1, 1948. Although we have received only one large new accession (World War I bonus records), we have added regularly to those categories of records already transferred to the archives, making total accessions for the period

of 563 volumes, 306 legal size drawers of new material and 129,399 documents interfiled with those already in place. These figures do not include statistics on the amount of material transferred to Departmental Vaults.

The Photographic Laboratory, in addition to its work for the State Library, does the recording for the Corporation Department and publicity stills for the Secretary of State, including most of the pictures used in the biennial Blue Book. It also services the six motion picture projectors used in library field work. In this period the Laboratory has made 7862 photographic prints, 1788 photostats for the State Library (including the Archives Department) and 1829 photostatic recordings for the Corporation Department. No microphotographic work was done, although the Library owns equipment.

2520 catalog cards and 29,947 name index cards were added to the archives finding lists. The history of State departments and detailed bibliography of all laws (1787-1943) relating to subjects impinging upon State administration ~~were~~ completed and a similar study is in progress for county administration in Illinois.

The Archives Department had ⁷²²⁷~~7037~~ service calls in the twenty-three months reported on here. Of these 5399 were from other State departments or for legal purposes of one kind or another; 225 persons visited the department to do genealogical research and 193 mail inquiries on genealogy were received. 1121 historical records were produced for use in the Reference Room and 104 letters answered. 11 calls for advice on archival technique came direct, 69 by mail. 116 miscellaneous inquiries, mostly involving the history of State administration were also answered by mail. Archivists from half a dozen other states, also representatives from the national archives of India, Peru, Uruguay and Venezuela visited us. Keys were issued 2668 times for admittance to Departmental Vaults, but aside from seeing that entrance to these vaults is restricted to authorized persons, the Archives Department has no check on the number of documents consulted or removed from those vaults.

Miss Margaret C. Norton celebrated her silver anniversary as State archivist on April first, 1947. She ~~XXXXXX~~ served as a member of the Special Advisory Commission on the New York State Archives last year and has been Managing Editor of The American Archivist, published by the Society of American Archivists, beginning with the July 1946 number.

June 4, 1948

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for June 1948

Accessions.

The Index Department of the Secretary of State's office filed 31 folders containing 63 documents being deeds and abstracts for the Vacation Area of Pere Marquette Park, also 3 documents relating to purchase of land from the estate of Ezra Boren for the use of Lincoln State School and Colony.

The State Soil Conservation Commission sent over 3 cartons of petitions for creation of soil conservation districts and land owner lists for 15 counties.

The Secretary of the Senate brought over Senate records for the 1947 General Assembly but as we have not yet finished checking in these records they will be listed among the July accessions.

We also received about 6100 index cards for 1947 from the Corporation Department.

Departmental Vaults.

The State Treasurer and the Legal Department of the Office of Superintendent of Public Instruction filed records in their respective vaults.

Staff Reports.

My own time was largely taken up with correspondence, indexing of Perrin manuscripts and preparation of the Freedom exhibit, also miscellaneous administrative duties.

On Tuesday, June 8th, Miss Rogers and I went to Cahokia for a meeting of the Duc-sesquicentennial committee. I participated in a panel discussion of the significance of Cahokia. I spoke on "What Cahokia means to the State." Others speaking were Josephine Boylan, the president of the Illinois State Historical Society and a professor from St. Louis University. The meeting was preceded by a dinner in the Catholic school at Cahokia and a visit to the old church and old court house.

Mr. Cassady was away on vacation June 5-19 and Mrs. McFadden June 19 - July 3. Miss Scheffler took Mr. Cassady's shift at the reference desk while he was away, and he took Mrs. McFadden's during her absence, Miss Scheffler again taking his shift.

Mr. Cassady reporting making 775 index cards and checked the genealogical mail. He will resume his work on the history of county departments after Mrs. McFadden's return. It is impossible to work on that at the reference desk because this research work requires concentration.

Miss Scheffler rearranged 24,820 cards in the letter "W" of the name file. Mr. Rountree and she tore down the old exhibits, discharging and refiling the documents, and set up the Freedom exhibit. I selected the documents and worded the explanatory captions, but they did the "leg work".

Mr. Rountree filed the Corporation Index Cards received, filed half of the letter "H" in the corporation Reports, did miscellaneous filing in the vaults, wrote the lettering for the new exhibit and assisted Miss Scheffler in arranging the exhibits.

Mrs. Robeson unfolded and wrote new labels for 411 Enrolled Laws, covering the years 1913 - 1915. She also did the preliminary filing of some 14,000 name index cards.

Mrs. Reichler completed about 700 index slips for the years 1816 and 1817 of the Perrin Collection. She has also done considerable revising on her earlier work and is picking up the indexing for some non-routine documents omitted when she first started her work. We plan to stop the indexing, for the time being, with the year 1818. When she has finished that she will work backwards. Incidentally, it seem to be about half through the period prior to 1810 - that is, final revision on 4 drawers of cards has been completed, and there are four more drawers to be worked over. I think we can finish this indexing and I hope the cataloging of the bound records, (though not the indexing of the same), by the end of the year.

Mrs. McFadden reported having indexed 325 Macoupin County names before she left on her vacation, checking several genealogical requests, and arranging the Senate records just received.

Miscellaneous Notes.

An Associated Press story about the archivist was released during the month. This was printed in the Rockford Register Gazette, perhaps elsewhere.

A short paragraph "feature" written by a reporter for the Springfield State Register mentioned the fact that the Archives Building is 13 stories high in what appears from the outside to be a six story building. Most of the other information given was incorrect, however.

The National Association of State Libraries elected me an honorary member in recognition of my five years' service as Secretary. This rather embarrasses me because I wrote the present Secretary that I was dropping my personal membership which I had taken out when the Archives Department was not considered a member of the Association though the General Division of the State Library was an institutional member at the time I joined. This makes me feel as if I had been acting stingy in dropping my membership, but for 35 years I have paid dues in the associations of three professions, and I see no reason for continuing all these memberships now that the Society of American Archivists is firmly established.

A question of microfilm policy has come up recently several times. Because we have the only Recordak of our type in town, more and more people are asking us to do their microfilm work. We did copy several school house plans for Mr. Fetherston, Secretary of the Illinois School Boards Association, and some U.S. Weather Bureau records for a Normal University Professor, not charging either for them because I felt both were within our scope of service. Then Mr. Thomas, the publisher asked if we would microfilm a manuscript for him, offering to let us make a copy for the State Library. This was a medical book in which we were not interested, I felt, but I finally offered to do the work if he would furnish the film. He finally decided to send it to Edwards Brothers at Ann Arbor. Then a local school teacher brought in an old family record book, and I advised her to have the work done commercially, stating that we have a gentleman's agreement with the Recordak Co. not to do work commercially. It seems too bad not to be accomodating, and it would not be inconvenient to do some work right now, but it seems to me that we would be getting into trouble if we do not hold to our policy. Does this meet with your approval?

Messrs. La Hart and Rountree became fathers during the month, the former having a daughter, the latter a son.

Beginning Saturday June 19, the staff was given alternate Saturdays off, which is of course greatly appreciated.

Freedom Exhibit.

In connection with the coming of the Freedom Train, which displays a number of interesting historic federal documents, the Archives Department has prepared a parallel exhibit of Illinois materials. This Illinois exhibit, entitled "Winning Our Freedom", is in two parts. Cahokia records illustrating the theme "Democracy Came from Learning to Live Together" occupies two wall cases. The second part, modern records, gives examples of enrolled laws important to the development of five freedoms: Freedom of Elections, Women's Rights, Rights of Minorities, Protection of Labor against Exploitation, and Freedom from Want. As this exhibit is described in detail in an article prepared for Illinois Libraries it is not necessary to make further comment here. I do want to call attention to the beautiful lettering done by Mr. Rountree, particularly in inscription "Winning Our Freedom" done on a parchment scroll.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

June 1948

	cards	documents	drawers
Secretary of State			
Corporation Department			
Index cards	6100*		
Index Department			
Real Estate Title Records		69	
(2 cases)			
State Soil Conservation Commission			
Petitions & lists of land owners,			
creation of soil conservation			
districts			3

* Estimated

ARCHIVES REFERENCE

June 1948

Routine Departmental Calls

Secretary of State		
Corporation Dept.		
Annual Reports	122	
Index Cards	43	
Charter records	1	
Correspondence	3	
Executive Dept.		
County officers	5	
Executive Register	2	
Land Patents	3	
Proclamations	1	
Trade Marks	10	
Index Dept.		
Deeds to State property	3	
Elections	23	
Communist Petition, 1940	7	
Enrolled Laws	34	
Securities Dept.		
Closed Cases	7	
General Assembly	10	
Insurance Dept.		
Annual reports	18	
War Council	2	
Waterways Div.		
Canal Records	26	
		320
Genealogical, Historical, etc.		
Archival Technique	1	
Genealogy		
State census	6	
Federal Census	9	
Name Index *	5	
Historical	26	
Perrin Collection	42	
H.R.S. County board minutes	2	
		91
Mail Inquiries		
Archival Technique	3	
Genealogy	6	
Historical	7	
Miscellaneous	9	
		25
Grand Total		436

*Phone calls. No statistics kept on use of Name Index by patrons in the building.

ARCHIVES CATALOG

June 1948

Cards Added

Name Index _____

Rearrangement _____

Letter W _____

Federal Census for 1850 _____

Macoupin Co. _____ 1,100

Perrin Collect.

1788	148	
1789	63	
1790	153	
1791	49	
1792	112	
		<u>525</u>
		1,625

VAULT ADMISSIONS June 1948

Auditor of Public Accounts	26
Civil Service Commission	2
Finance Department	1
Illinois Commerce Commission	4
Dept. Public Works & Buildings	2
Secretary of State	
Corporation	4
Executive Dept.	24
Safety Responsibility	34
Div. of Rehabilitation	1
Dept. of Registration & Education	46
State Treasurer	20
Supt. of Public Instructions	1
Supreme Court	2
Waterways	2
	<hr/>
	169

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for July 1948

Accessions. We receipted to the Secretary of the Senate for Senate Records for the 1947 regular and special session, although the records were received in June.

The Index Department sent title records to certain Dwight cemetery lots purchased for the Department of Public Welfare.

Departmental Vaults. The following Departments transferred records to their respective vaults: State Library, Teachers' Retirement System, Division of Parks and Memorials and Division of Waterways.

Staff Work.

Mrs. Reichler and I have continued work on the Perrin Collection. I have completed the indexing of the unbound records for the years 1794-1799. Mrs. Reichler has indexed 119 documents including 57 from the year 1817 and 62 dated 1818, about 700 index slips. She is trying to finish the year 1818 before leaving on her vacation. The slips will have to be checked, combined and typed. Her work has been so careful, to judge from the questions she has asked, that I hope to be able to avoid having to do the detailed revision I have had to do on Mr. Iben's work. I find that he omitted many names, and through his failure to understand our legal practices and careless terminology I have had to redo all his cards, being able to use very few. I now realize that I should have done this work myself in the first place because it requires historical training. The records for the period 1810-1818 upon which Mrs. Reichler is working, however, are very largely routine records following established forms for which I could give her samples to follow. The revision on her work will therefore consist chiefly of checking on the spelling of names, coordinating cards on the same name, and typing the cards.

For the period 1818 on I do not at present propose a detailed name index, but rather an inventory or docket list of cases. After completing the index of unbound materials I shall catalog the bound records and index such of them as are in sufficiently good condition to handle. Some of this work Mrs. Reichler will be able to do; court proceedings and perhaps land records I shall probably have to do myself.

I have discovered that some of the marriage contracts have not been translated in whole, so I shall next have her work on that.

We are getting occasional letters written in Spanish. Both Mrs. Reichler and Mr. Cassidy are able to translate these, Mrs. Reichler having a better knowledge of the language. She thinks she could also act as interpreter in case we should have a non-English speaking South American guest. Several who wanted to come did not do so when they learned that I do not speak Spanish.

No one dreamed in my college or even graduate school days that a knowledge of Spanish and Portuguese would be needed for archival work!

We have had so much census research work in unindexed portions of the federal census that we have not been able to make much progress on indexing the 1850 census. Mr. Cassady reported making 350 name index cards for the 1850 federal census for Macoupin county and Mrs. McFadden 175 cards for the same county.

Miss Scheffler has finally finished revising the filing of the Name Index - i.e., the change over from the Soundex system to a straight alphabetical filing. This has taken much longer than I had anticipated because I underestimated the amount of work involved. Something over 16,000 cross reference cards had to be made for the letters N-Z, probably twice that many for the names in the first half of the alphabet.

The next step should be to go through the alphabet, selecting correct spelling for misspelled names and refiling to get all variations of names known to be the same into one place. I have done that with the French names as I have gone along. For instance, the name Cesirre is variously spelled Cesire, Cecire, Cecirre, St. Cir, Sesire, Cesille, etc. Selecting the most probable spelling that is typed in all capitals, followed in parentheses by variations found in the document in lower case.

Thus,

CESSIRRE (Cecire, Cesire), ANTOINE

Doing this for the whole name index would be a very lengthy process and the work should be done by some one who, like myself, has a good knowledge of Illinois names. It is doubtful if we ever achieve that stage of perfection in this index. Meantime it is usable as it is.

Cards for the federal census of 1850 have been incorporated into the Name Index as Miss Scheffler went along. That is to say, we keep the cards alphabetically in a separate file until such time as they can be incorporated into the main file. When Miss Scheffler was working on the letter "W", let us say, she would incorporate all cards then ready for that letter would be filed. In the meantime, thousands of cards for earlier parts of the alphabet have piled up behind her. Getting these filed will take some time, but will not involve anywhere near proportionate amount of time for the first filing of that many cards.

Mr. Bountree reports having filed Corporation Reports for the letters "H" to "L", 76 drawers. He has been called down to the Photographic Laboratory a number of times to answer the phone while the photographers were out, and has learned to operate the Photostat machine. This and his practice in lettering have added two useful skills.

Mr. Cassady reports having done the genealogical research on nine letters looking for 20 names in 16 counties. This took him to census and other records which he had not happened to consult before. He has completed a structural arrangement for the 1818-48 period for county officials but has had little time for research, as he "spells off" Mrs. McFadden at the reference desk. We moved his work to the far end of the Harlow room which makes him accessible yet gives him a quiet corner for work. It has always seemed desirable to have the Assistant Archivist on the same floor with the Reference Room. The fact that he is not accomplishing as much research as he did upstairs does not disturb me in the least as he is getting a closer feeling about the various implications of archival reference than he had. Mrs. McFadden and he work together well and she is good about calling his attention to certain details of our work and the way records are used which is helpful to him.

The Executive Department of the Secretary of State's office has always filed Notary petitions and bonds separately. In serving a routine request Mr. Cassady discovered that some bonds had been inadvertently filed with petitions. Mrs. Robeson has checked some 90,000 notary petitions for the years 1919-29 and found 200 bonds improperly filed which she corrected. She has also done preliminary filing for the Name Index.

Mrs. McFadden has had as her major work project this past month the unfolding and typing of folders for the 1947 Senate material recently received. During the summer months she spends much time handling the numerous visitors who come into the Reference Room. While it takes time to show interested visitors the vault as a sample of what the building is like, and to talk to visitors, we are having fewer reactions about how mysterious the Archives Building is.

Miss Winterbauer is about half through the letter "L" in copying the History of State Departments.

Vacations.

Mrs. McFadden was away June 19-July 3, Miss Winterbauer, July 3-17, and Mrs. Robeson and Mr. Bish July 24-August 7.

Visitors.

Miss Ella Hodges, formerly with the Historical Library, now at Memphis; Mr. Delmar Robb, National Archives staff in charge of the documents on the Freedom Train, accompanied by Kenneth Blood, formerly of our staff; and Dr. Pernendu Basu, assistant director of the National Archives of India, were recent visitors.

Visitors signed the register in June and July from 32 Illinois towns, 12 states and 5 foreign countries. The latter were Mexico, Canada, Venezuela, Uruguay and India.

Building

Beginning with July 3d, the Lobby and Museum Room have been open to visitors on Saturday afternoon, Sundays and holidays.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

July 1948

Secretary of State

Documents

Senate bills and miscellaneous
records (Estimated)

1000

Secretary of State, Index Dept.

Real estate title records
(1 case)

4

ARCHIVES REFERENCE

July 1948

Routine Departmental Calls

Secretary of State

Corporation Dept.
Annual reports
Index cards
Fee books
Correspondence

107
51
5
2

Executive Dept.
Land records
Trade Marks

2
14

Index Dept.
Elections
Enrolled Laws

23
20

Securities Dept.
Closed Cases

7

General Assembly

21

Adjutant General

1

253

Historical, Genealogical, etc.

Genealogy
History

19
5

24

Mail Inquiries

Archival Matters
Genealogy
Historical
Miscellaneous

10
13
1
6

30

307

ARCHIVES CATALOG

July 1948

Name Index

Perrin Collection

1794-1799

633

Cross Reference

1295

1928 cards

VAULT ADMISSIONS JULY 1948

Auditor of Public Accounts	17
Civil Service Commission	1
Dept. of Finance	1
Illinois Commerce Commission	1
Dept. of Public Works & Buildings	2
" " Insurance	1
Supt. of Public Instructions	4
Dept. of Registration & Education	44
Safety Responsibility	28
Sec. of State	
Corporation	1
Executive	21
Court of Claims	1
State Treasurer	23
Div. of Waterways	3
	<hr/> 148

Photographic Laboratory Report.
July 1948

Photography

662 - 8x10 prints

47 11x14 prints

36 16x20 prints

33 copies - 66 prints

10 gal. Developer

12 " Hypo.

Photostats

July - 852 copies & 50 qts. Dev. & 54 qts. Hypo.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for August 1948

Accessions.

The Senate records for the regular and special sessions of the 65th General Assembly, noted last month as having been received, have now been accessioned. We had no receipts during the month.

Departmental Vaults. Transfers were authorized to State Teachers' Retirement System and Superintendent of Public Instruction.

Staff Work

The unbound Perrin documents have now been indexed through the year 1802 and the cards typed and filed. Mrs. Richler has finished the indexing of the routine unbound documents through the year 1818 and is now going back to do the more difficult documents. I typed and checked her 1809 slips and find she has done a conscientious capable job. There are of course a number of slips which have to be rechecked for questioned spellings of names, but that does not take long. Miss Winterbauer is now typing the cards from Mrs. Reichler's slips, with instructions to leave untyped the slips which show alternative spellings of names (which I must check), items with question marks, and recurring names such as those of clerks of courts and sheriffs, which can be combined. That means that three quarters of the cards can be typed by someone else, leaving only the "stickers" for me. We should be able to finish the indexing of unbound records (so far as we are going, only thru 1818) by Thanksgiving at least. I have decided not to go beyond the year 1818 in the detailed indexing because the later records are so routine in nature as to have relatively little biographical value, except perhaps in giving an approximate date of the coming of some settler. At that, his presence would be apt to be noted elsewhere before he became involved in law suits.

Next we shall start indexing of the bound records. How much of this Mrs. Reichler will be able to do will depend partly upon the contents and partly upon their physical condition.

Mr. Rountree is still only in the letter "L" of the corporation reports, with the last Index Cards being only partially filed and the next year's Corporation Reports almost ready to be transferred to us. Part of this is my fault as I have assigned him to some exhibit work; three days he was absent on bookmobile business; twice to my knowledge he assisted in the Photographic Laboratory, once to do photostating for our Archives exhibit at the State Fair during Mr. Bih's vacation, and once to help with the photostating that rush job on the Communist petition. A number of times recently when I would have occasion to look for Mr. Rountree I would locate him in the Photographic Laboratory, which seems to have become somewhat of a "hang out" for the colored boys. I have talked to Mr. Rountree about the fact that his work is seriously behind, and I believe the trouble is that he is too

accomodating - the boys in the Photographic Laboratory ask him to go down to take phone messages when they are out, and various members of the staff seem to be sending him on errands. I do not believe he is soldiering. I have explained to him that in a way his is the most important of any in the Archives, for if his filing is not up to date it impedes our reference work, and our biggest selling point is better service than the departments can give themselves. If there should be a change of administration and he should lose out, there would be only one thing for me to do - drop my own work and spend all my time catching up on the filing. I doubt if I could stand the physical exercise involved even if I were not occupied more properly with supervision and training of staff. I have instructed Mr. Rountree to tell anyone asking him to do anything besides his own vault work to tell that person that they will have to check with me. In view of my efforts to tighten up on his work, I hope you won't have to take him away for more trips. If you do I hope you will let me know you are taking him, because it weakens staff morale when I don't know, as happened in the case of his last trip, that he has been sent away. The situation in the Photographic Laboratory, which no longer makes any pretence of paying any attention to me is bad enough without having it spread to the rest of the staff.

Mrs. Richler was away on vacation August 7-14 (not having been here long enough to have more time) and Miss Scheffler from August 14 - September 4.

Because of her vacation and the fact that she had to take the reference desk several days during absences of Mr. Cassaday and Mrs. McFadden, Miss Scheffler did not get back to her regular cataloging as we had planned. She supervised the preparation and placing of the State Fair exhibits, also dismantling of same, which took considerable time. She reports filing 1275 census name cards in the Name index, also making 40 cross references and 15 guide cards, all in the letter A. The census cards having been counted previously do not appear in the statistics for this month.

Mrs. Robeson did the preliminary filing on about 700 name index cards. Her major work this month has been checking Notary Petitions for misfiled Notary bonds. She reports searching the years August 1913 through 1918. Among the 50,000 petitions she found 150 notary bonds and one whole folder of bonds improperly filed with the petitions. We should perhaps explain that these records came to us already filed and that this is the first time we have had an opportunity to check the filing. While the staff normally would check from one file to another if the document were not found in the proper place, this would not only be wast motion but might possibly be neglected.

Mr. Cassady reports that while he is making some progress on his history of county offices, he has spent a large proportion of his time on reference work. He has now taken most of the responsibility for the reference end off my shoulders as Mr. Wetherbee did. Of course Mrs. McFadden has been here so long that she knows where to look for things, but when a detailed search has to be made she cannot leave the desk. Much of this reference work does not show in the statistics - for instance a several days' search for a certain plat of a canal section in Chicago wanted by the New York Central Railroad. The Waterways Division did not think we had it, and we were pretty sure too, but the railroad man was insistent. We found a later plat which gave him the data which enabled him to find the original in the records of the Chicago Title and Trust Company which had already given up on the problem. The statistics of course show "canal records, 1 call." Of course this is evened up by "Corporation Reports 15" which might be found in one drawer. The fact that Mr. Cassady does not seem to have much progress to report on his research job does not trouble me, for his non-statistical work is becoming increasingly valuable. He does report having made 250 name index cards for the 1850 federal census for Macoupin County. He is also giving thought to what he thinks may develop into a three articles on ways in which the Archives does and can render reference service to other State departments and to the community. Mr. Cassady is also interested in seeing us do more work with county officials and would be willing to do some field work, though he would, of course, not want to be out on the road all the time, nor should he be. Possibly changes in county offices after the election might give us a chance to renew our program, and perhaps we should be giving thought to whether and what we want to do about county records.

Mrs. McFadden reports having made 200 name index cards for Macoupin County census of 1850. She made folders for the rest of the Senate records, took a number of stock calls personally, and did routine work. A good many visitors, especially during the tourist months. I have had a number of compliments on the graciousness she shows to those who wander in and ask what the purpose of the building is. Of course, most people just look in and walk out again, but many want to see a sample vault or ask questions of various types.

Visitors

Miss Ana Rueda, paleographer for the National Archives at Bogota, Colombia, who has been an intern at the National Archives in Washington, spent three days here in August (4-6). She was accompanied by her sister Miss Emelia Rueda.

Mr. Theodore Schellenberg of the National Archives stopped briefly for a call as he was driving through. Unfortunately it was during my four o'clock week and the office was unable to reach me. Miss Scheffler took him through the building. He was here for the dedication.

Mr. Al Mayer, State Editor for the East St. Louis Journal, spent a day here studying our present Cahokia exhibit, and wrote

a very interesting one page feature article, with a reproduction of one of the documents. Miss Boylan also spent a couple of hours here on her way to the State Fair.

Perrin Collection.

I have been in correspondence with Professor J. F. McDermott of the St. Louis Historical Documents Foundation about the translating and editing some of the Cahokia records in a commemorative volume being issued in connection with the 250th anniversary of Cahokia next year. The volume goes to press November first. Although Professor McDermott claims this is a scholarly work, Mr. Monaghan and I both feel that it is being thrown together too hastily to have the marks of scholarship. Miss Rogers has expressed herself as agreeing with the two of us that we should not skim off the cream of the Cahokia collection for this, since the Historical Library plans to publish another volume in the Illinois Historical Collections. He had planned to have Professor Pease do the work, but even with Professor Pease gone Mr. Monaghan says the work if properly done, would take years. Mr. Monaghan suggested that perhaps Mrs. Pease, who was assistant editor before her marriage, might be employed to do preliminary work on the transcripts in the old State Historical Survey which belong to the Historical Library but which are presumably still in Professor Pease's office.

Of course Mr. McDermott was disappointed in our decision, but appreciates our point of view. I have suggested that we might provide him copies of half a dozen or so manuscripts which could be reproduced in his volume, with a note of explanation that the State of Illinois plans to exploit the Perrin collection properly. It seems to me that this procedure will not detract from the value of what is left, but will perhaps show the importance of getting the rest of the French records, now in Belleville and in Chester, to us. I am now making a name index to the Registre and going through the other early documents for interesting examples. I think what I ought to do is to send merely photostats of the original, our translation (which needs polishing by an expert in 18th century Mississippi French), and such biographical notes as I have on the names on the documents, and let Dr. McDermott be responsible for the editing.

Miscellaneous Notes.

A State Library would not ordinarily have anything to do with the funeral arrangements for a Roman Catholic Bishop, but perhaps a note should be made about what we were asked to do towards the interment of Bishop Griffin. It was desired to bury with him a history of his term of office, also copies of some of his sermons. Miss Rogers, Assistant State Librarian asked us if we had any lead boxes. The Archives did not have, but Miss Rogers produced a tin tube about 30 inches long and 2½ inches in diameter. We suggested that the manuscripts should be wrapped in aluminum foil before they were placed in the tube. We procured foil from a florist and sent both over to the chancellery. The story was written up in the newspapers, without, however, mentioning the State Library's participation.

Miss Scheffler contributed a review of Weeks' How to File and Index to the July 1948 number of the American Archivist. This review was solicited by the Book Reviews Editor, without my suggestions.

The State Library closed at 11 a.m. on Wednesday, August 18, Democratic Day. It was open regular hours the rest of the week.

Exhibits.

Five of the smaller exhibit cases from the Second Floor Lobby were filled with photostatic copies of archival documents. One case was given over to a positive copy of the present (1870) State Constitution. Other cases contained copies of significant historical laws on rivers, railroads, highways, canals and schools.

Miscellaneous Reference Work.

Aside from that reference work detailed above, I would cite two reference calls typical of the nature of our services. A copy of the plans and some photographs of the building were sent to the Tennessee State Library which is about to build a new archival and historical building.

Mr. D. J. Benthong, a Ph. D. candidate from the University of Wisconsin, discussed civil war manuscripts in the archives with me. He said he was preparing a pamphlet on civil war source materials belonging to the State for the Illinois State Historical Library. I pointed out two as yet unexploited bodies of materials - the records of the operation of the Illinois and Michigan canal in the Archives, and the detailed physical and family descriptions in the recruitment records, the latter being in the Adjutant General's office.

Building Notes.

The Conference Room was used by Mr. Vichars of the Secretary of State's office on the afternoon of August 25 and 30.

Mr. Cassady has been furnished with a large walnut desk which makes the end of the George Harlow room where he sits a nice little office and a quiet, but convenient, place in which to work.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

August 1948

65th General Assembly, Regular Session, 1947

Senate records 1204 documents

65th General Assembly, Special Session

Senate records 13 documents

Total receipts 1217 documents

ARCHIVES REFERENCE
August 1948

Routine Departmental Calls		
Secretary of State		
Corporation Dept.		
Annual reports	121	
Index cards	129	
Charter records	1	
Correspondence	1	
Executive Dept.		
Certificates of Qualification	1	
Trade Marks	10	
Pardon records: Commutation	1	
Index Dept.		
Deeds to State Property	3	
Election records	37	
Enrolled laws	18	
Bookkeeping Dept.		
Fee book (Auto)	2	
Securities Dept.		
Closed cases	7	
General Assembly Records	21	
Insurance Dept.		
Annual reports	1	
Division of Waterways		
I & M Canal records	1	
War Council Records		
O P A regulations	21	
	<hr/>	375
Historical, Genealogical, etc. (At Archives)	1	
Genealogy	1	
History of State Departments		
History		
Miscellaneous	2	
General Assembly	19	
H R S transcripts of county records	3	
Election records	2	
Execution records	2	
Genealogy	1	
	<hr/>	31
Mail Inquiries		
Archives Technique	3	
Genealogy	14	
Historical	7	
History of State Departments	1	
	<hr/>	25
Grand Total		431

ARCHIVES CATALOG

August 1948

Name Index

Cross References 40

Guide Cards 15

Perrin Collection

1800 61

1801 160

1802 6

1803 30

1809 230

487

Macoupin County Federal
Census 1850

450

992 cards

VAULT ADMISSIONS AUGUST 1948

Auditor of Public Accounts	7
Civil Service Commission	2
Dept. of Insurance	3
Liquor Control Commission	1
Supt. of Public Instructions	3
Dept. of Registration & Education	36
Sec. of State	
Corporation	4
Executive	22
Safety Responsibility	19
State Treasurer	8
Supreme Court	1
State Dept. of Revenue	<u>1</u>
	107

Photographic Laboratory Report.

August 1948

Photography

815 - 8x10 prints	14 gal. Developer
	16 " Hypo
250 - 16x20 prints	
250 - 16x20 prints mounted	
13 copies - 39 - 8x10 prints	
6 rolls Kodachrome	
150 - 35 M M mounted for projection machine	

Photostats

925 copies

60 qts. Developer - 54 qts. Hypo.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for September 1948

Accessions. Deed and title records pertaining to the Veterans Rehabilitation Center Property at 2446 Warren Boulevard, Chicago and to the Clyde Johnson Road Tract of Siloam Springs State Park were deposited by the Index Department of the Secretary of State's Office.

Departmental Vaults

The Executive Department of the Secretary of State's office and the State Treasurer transferred records to their respective Departmental Vaults.

Vacations. Mr. Bountree was absent on vacation the first two weeks of September and Miss Norton the last two weeks.

Staff Work

Although I worked overtime most of the two weeks before leaving on my vacation, trying to clear my desk, I seem to have little to report as positive achievements. I attempted to finish the revision and typing of cards for Mrs. Reichler's index slips for the years 1810-1812 of the Perrin Collection, but did not complete the task. Miss Winterbauer types all the cards which do not require checking of names for spelling selected for filing. This helps a good deal but still takes too much of my time for more or less routine work. I have discussed with Mrs. Reichler the desirability of her adding typing to her qualifications. It would be a great saving of time if she could type her own cards and most of the work she now is doing could then go through with minimum revision.

Mrs. Reichler having completed the index slips for unbound Perrin documents 1810-1818 is now working backwards towards the place where I stopped. She has completed the slips for the year 1809, making about 250 slips.

The proposal of Professor John Francis McDermott to publish translations of many of the Perrin manuscripts in his projected volume of Cahokia manuscripts was discussed in the August report of the Archives Department. Fourteen manuscripts were finally selected for reproduction. As I had neither time nor inclination to lend my own name to the project, we merely sent him photographic copies of the documents and of our rough translations. Mrs. Reichler transcribed one document that had not photographed well. The following documents were selected for inclusion in the McDermott Volume:

1. From the notarial register, the following early documents.
Most of the records in this are Kaskaskia, Fort de Chartres or Prairie du Rocher records, only a few being from Cahokia. I used these with Cahokia date lines where they illustrated the point, but used a few others from elsewhere than Cahokia.
 - a. Marriage contract between Francois Alarie and Domitilde Baillarjon. Registered Jan. 13, 1737. These were Cahokia residents. The first item in the Registre is also a

Kaskaskia marriage contract of the same year, but is partly illegible and the page badly broken. The Register gives the pertinent points of the contracts, but not the complete text.

- b. St. Ange's acceptance of the donation given by the mother of his late son Pierre to the latter's children for whom Robert Gratton de St. Ange was guardian. The widow was to have the use of the property until her sons came of age and her daughter was married. Such donations usually presumed a second marriage was in sight, but there is no record of it in this volume. Dec. 30, 1738
 - c. The donation by Louis Thomas of Fort de Chartres of all his property to the pastor of the Parish of St. Anne, the Rev. Gagnon, on condition that he is to live with Gagnon who agrees on behalf of himself and the Seminary of Foreign Missions to take care of Thomas the rest of his life. Feb. 6, 1742. This the only instance in the Register where a priest was to take care of an invalid, and it is the first recorded donation to the Mission except for bequests for masses and prayers for the dead which were practically always included in the wills.
 - d. Donation of Antoine Plé, alias La Plume, to Louis Morin and wife ^{for his care} for him for the rest of his life. This was a more typical settlement of property in return for promise of care. July 6, 1742. All of these donations are so interesting that it was hard to choose among them. Sometimes they provided that a certain slave was to be assigned to their care, sometimes they made quite elaborate stipulations as to the style in which they were to be maintained. There are so many of such donations that one concludes that this was the usual procedure when a person became aged, even though the person had children. Sometimes the donations were made to the children, in at least one instance with the frank statement that children were so ungrateful that this was the only way they could insure care for themselves.
 - e. Will of Louis Triguët, dated July 6, 1746, at Kaskaskia, bequeathing all his goods in the pirogue in which he is about to descend to New Orleans together with all personal property, papers, etc. pertaining to them, to Pierre Pillet, presumably his partner. 200 livres from this, however, was to be paid to the Church at Kaskaskia.
2. Feb. 10, 1776. Marriage contract between Jean Baptiste Dubuque and Mary Suzanne Cesirre. Aside from the prominence of the principals, this was selected as a typical contract involving a first marriage.

3. Aug. 8, 1772. Marriage contract between Jean Baptiste Hubert La Croix and Catherine Aubuchon - a second marriage.
4. Dec. 14, 1773. Inventory of the estate of Jacques Compte - a fairly long inventory.
5. Dec. 29, 1774. Inventory of estate of Colan Merreaux - a one page inventory, rather more typical of the paucity of possessions of most settlers.
6. Oct. 31. A contract between La Croix and Constante for some farm work to be done on shares - not too important, but a rather interesting document at that.
7. Sept. 1773. Petition by Cerre for a foreclosure against La Pierre; gives a brief description of house - not an important document, but short.
8. Jan. 15, 1785. Dr. Bequet's suit against Gramont for medical care. Rather interesting as telling about having made trips to gather medicinal herbs, etc. Gramont had meantime changed doctors and subsequently died.
9. Apr. 6, 1785. The regulations for the common fence, which ~~you~~ requested.
Mr. Mc Dermott
10. Aug. 28, 1785. A companion piece, an order against trespassing on cultivated lands.

Mr. Cassady's report for this month is interesting not only because of his description of some of our recent reference work but also because it shows how well he is getting the "feel" of the archival profession. Therefore I am including the entire text at this point:

"In the course of an interesting month with reference problems, pointed results have demonstrated some of the fruits of systematic tenacious assembling of proper archival material. The Waterways Division is confronted with many drainage problems along the Illinois Michigan canal; apparently for some time past the department has met each engineering problem as it arose. The present policy is to review the entire history of the canal drainage problem and establish a policy based on hundred years of trial. Two engineers are assigned to the task and are reviewing the canal engineering records. It also might be noted that the Waterways Division highly value the original engineer field notes that may be the controlling factor in deciding property boundaries under the new grant of the canal lands to the State for additional uses.

"A Student doing her doctor's dissertation at the University of Illinois was elated because our bound and unbound materials from the historical records survey indicated the presence or absence of tract indexes in each county. The Student was from Washington D. C. and Cornell University; she complimented our facilities and system very highly.

"It suddenly dawns on one who has not nurtured a historical concept that in addition to the cultural value of archives there is a practical return for every dollar spent in record keeping from dollars saved and earned.

"The usual quota of letters requesting genealogical information was serviced and again we are transcribing cards for our name Index from the 1850 federal census for Macoupin county. I copied information on three hundred cards. We are at page 215 with about 115 double pages remaining in Macoupin County.

"We rewrapped the 1865 state census books and added more detailed information to the shelf list inventory for each county, missing counties are indicated.

"I am continuing to take notes from the laws of 1828 for my research in history of county offices, the work is not progressing as fast as I would like but completion of the first constitutional period is not in the too distant future.

"I have started work on an article or series of articles on 'services of the Archives department' which I will soon have for your criticism."

Miss Scheffler is still spending much of her time filing cards in the name Index which accumulated back of her revision of the file. She reports having filed 3280 cards. Mrs. Robeson assists by doing the preliminary arrangement of cards. Miss Scheffler has also done considerable reference work with Mr. Squires of the Division of Waterways in the canal records.

She dismantled the archives exhibit at the State Fair and re-assembled it in the exhibit cases on the second floor lobby of the Archives Building. She is serving on the dinner committees for the Illinois Library Association which will meet here in November and for the annual dinner of the Illinois State Employees' Association. She has been reappointed to the Board of the latter Association.

Mr. Rountree reports that he has completed filing Corporation Reports through the letter "N" and the numbers cards for the Corporation Index Cards. He also rewrapped and reinventoried the 1865 census volumes.

Mrs. Robeson has continued the checking of filing of Notary Petitions for misfiled Notary bonds. In September she checked the years 1930-35, also 1906 - Feb. 1911, locating 76 misfiled bonds.

Visitors

Mr. and Mrs. McGinnis, he a past president of the West Virginia Historical Society called one day.

Staff Notes

Mr. James Brown, a janitor in this building for several years until his resignation about a month ago because of ill-health, died. The funeral was held October 5th.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

September 1948

Secretary of State. Index Dept.

Deeds to State property

2 cases

24 documents

ARCHIVES REFERENCE
September 1948

Routine Departmental calls

Secretary of State	
Corporation Dept.	
Annual reports	125
Index cards	93
Charter records	1
Correspondence	2
Index Dept.	
Elections	39
Communist Petition	3
Deed records	1
Enrolled Laws	17
Executive Dept.	
Executive Register	1
Inter-state compact	1
Notary records	9
Pardon records	2
Trade marks	17
Security Dept.	
Closed cases	4
General Assembly	22
Illinois Waterways Div.	
I & M canal records	<u>52</u>
	389

Historical, Genealogical, etc.

Genealogy	
U. S. Census	2
Name Index	18
County Histories	4
Historical	
Blue Book	2
General Assembly	3
Miscellaneous	<u>1</u>
	30

Mail Inquiries

Genealogical	14
Historical	8
Perrin collection	14
Miscellaneous	<u>2</u>
	28
Grand Total	<u>447</u>

ARCHIVES CATALOG
September 1948

Name Index:

Gross Reference Cards	210
Guide Cards	175
(Macoupin County Census	450)
Perrin Collection	
1810	84
1811	44
1812	43
	<hr/> 1006

VAULT ADMISSIONS September 1948

Div. Architecture & Engineering	2
Auditor Public Accounts	9
Civil Service Commission	6
Illinois Commerce Commission	1
Sec. of State	
Executive Dept.	15
Index	1
Safety Responsibility	25
Securities	2
Dept. Registration & Education	44
State Treasurer	15
Supt. Public Inst.	2
Supreme Ct.	1
Waterways	3
	<hr/>
	126

Photographic Laboratory Report

September 1948

Photography

721 - 8x10 prints

50 - 16x20 prints

1 - roll Kodachrome mounted in glass

13 copies. 48 - 8x10 prints

50 - 16x20 prints mounted

14 gal. Developer

16 " Hypo.

Photostats

235 Copies - 36 qts. Developer

30 " Hypo.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

Report October 1, 1946 - September 30, 1948

The Archives Department of the Illinois State Library moved into the State Archives Building in March 1938. Ten years afterwards we can report that it is estimated that there is room for only one more year's accumulation of records in most of the Departmental Vaults (some being already filled to capacity), while those vaults immediately under the jurisdiction of the archivist would permit acceptance of only one more major accession. Although it is thought that less than ten percent of the State's non-current permanent records are still out of the building, the annual rate of increase of records is so high that additional vault space will be necessary in the very near future.

At present the State records of Illinois are probably as near under control as is possible under our system of government. Laws permitting disposal of useless accumulations of papers passed on recommendation of the State Records Commission and also those secured by the departments themselves prior to the creation of the Commission have pretty well cleared storerooms of dead material. Most State departments employ filing analysts at intervals to make suggestions for better organized files. To be sure, these analysts, being employees of companies which manufacture filing equipment, are not inclined to give too much encouragement to the initial segregation of ephemeral from permanent records as that would cut down too much on sales. The limitations as well as applicability of microphotography to record making and keeping are becoming better understood with more satisfactory employment of the process on the increase. In-service-training phases of record making, filing, correspondence methods and the like are beginning to show results. Probably the heart of the State's record program, however, is the State Archives Building. So long as the Departments have to convince the Archives Department that the records they propose to transfer to their Departmental Vaults in that building or to the Archives proper, are records of permanent or long range value, they are going to have to give periodic consideration to the quality of the records they keep. If the State Archives Building becomes filled to capacity and no additional space is provided for newer records which accumulate, the collection will become static. As the records in the building become less used for administrative purposes and come to be looked upon chiefly as historical documents, most of the benefits of the Archives Building as an adjunct to administrative efficiency will be lost. There will be a reversion to the old haphazard and wasteful records "storerooms" and the reeducation of State departments to the value of a well-rounded records program will have to be undertaken all over again. For that reason we urge that immediate steps be taken towards the erection and addition to the State Archives Building to provide additional vault space.

During the war the scarcity of office space in Springfield forced the Secretary of State to move part of his Automobile

Department into the Archives Building. One floor of Departmental Vaults, sorely needed for the housing of those permanent records of the State for which the building was planned, is now used for office space. The three floors of offices which formerly housed the archives staff, the Departmental Vault clerks stationed in the building to service the records of their respective departments, and the Illinois Documents Collection of the State Library are now used by the Automobile Department. In addition, the archival manuscripts repair room and the building storage room have also been taken for other purposes. Three floors of archival vaults have had to be used for shelving the Illinois Documents Collection. The standard office space allowance of one desk per employee is inadequate for work with records which have to be spread out over considerable area while being processed. Plans for catching up on arrearages of filing and of repair work have had to be dropped until such time as work space planned for archival use can be regained. State employees working in the building but not subject to archival discipline in the matter of fire and other safety provisions for the protection of the records entrusted to our care have been an increasingly serious source of worry and of complaints on the part of other departments housing records here. It should be said, however, that this arrangement is no more satisfactory to the Automobile Department than to us, and we hope that after the erection of new buildings is begun other departments will no longer have to be quartered in the Archives Building.

Although our accessions for the biennium have totaled 563 volumes, 131,552 miscellaneous documents and 304 legal size file drawers, most of these have been additional deposits added to categories already in the Archives. The two most important new types of records received are the State Soil Conservation Board records of conservation districts and the charred remnants of the World War I bonus records. The bonus records were previously microfilmed for office use by the Adjutant General and the originals filed in the Archives chiefly because of their sentimental and historical value, with perhaps some slight legal interest. The Insurance Department has also finished depositing all its annual reports by Illinois companies through the year 1937.

As in the case of most archival and historical institutions there is an early period of collecting materials, followed by a period in which the emphasis has to be upon the less spectacular but more vital task of assimilating the collections on hand and preparing detailed indexes and other finding mediums. The Archives Department of the Illinois State Library has reached that state of its development, though it has always been proud of its indexes. Sometimes we seem to be spending an enormous amount of time in compiling indexes which theoretically might seem of slight interest. The number of times these indexes are consulted, frequently with no statistical accounting being noted, gives no indication of the time they save the searcher. Appreciative comments by patrons make us wonder sometimes whether the larger statistics of some other archival institutions may not be in inverse relation to the amount of reference work eliminated by good indexes.

Four major projects have occupied the archives staff in the past biennium: the history of the State and county governments of Illinois; preparation of finding media for the early Cahokia and St. Clair county records (usually referred to as the Perrin collection) and for the Illinois and Michigan canal records; and the change over from Soundex to straight alphabetic filing in our consolidated name index.

Of these the history of Illinois State government has been completed through the year 1943 (125 years of statehood.) It occupies 9 thick loose-leaf volumes. Every agency of territorial and State government (beginning with the Northwest Territory, 1787) and including temporary as well as permanent commissions, boards, departments, etc. is listed alphabetically. Under the name of each agency there is a summary, with complete bibliographical citation to the laws, of the history of the agency and of its powers and duties. The whole is elaborately crossed indexed as to names of agencies and functions. In addition there is a detailed bibliography of laws relating to subjects upon which State government impinges, including laws enforced by other than State agencies. The whole in effect serves as a supplement to Gross' Index to all the laws of the State of Illinois ... 1818 to 1869. Except for a much less elaborate study of the same kind made by the Iowa archives nearly half a century ago, it is believed that Illinois is the first State to have completed such an analysis of the history of its State administration.

A similar analysis of county government, now in progress, has been completed for the territorial period. Based upon this will come a complete list of all records which should have been preserved in each county and for what periods of time. This will supplement the excellent preliminary sketches and the inventories published by the Historical Records Survey of WPA some years ago. Although our field work with local agencies was laid aside during the war, we hope this service can be resumed soon. Especially we are anxious to carry out the long dreamed of project to microfilm early Illinois county records as being the best source material on the history of the State and its communities. Such a detailed study of county government as we have undertaken is a necessary preliminary to an effective microfilm program.

The approaching celebration of the duo-sesquicentennial of the settlement of Cahokia (1949) calls for detailed knowledge of the so-called Perrin collection of early Cahokia and St. Clair county records deposited by the St. Clair county Board several years ago. All unbound records have been rearranged chronologically, the French documents translated, a preliminary calendar made and an index nearly completed for the period 1722-1818. The marriage records 1791-1810 have been summarized and published in Illinois Libraries. A start has been made on cataloging and indexing the sixty-odd bound volumes in the collection. The notarial register covering the years 1734-1763, believed to be the earliest extant civil record west of the Alleghanies, has been translated and partially indexed. The Illinois State Historical Library plans to

publish such of these records as were not printed in previous volumes in the series, in one of its Illinois Historical Collections volumes. Included also will be transcripts of records still in the Belleville court house and documents of the period collected from other sources. Fourteen of the Perrin documents are being reproduced in translation only in a commemorative volume on Cahokia edited by Professor John Francis McDermott for the St. Louis Historical Documents Foundation.

Recent congressional legislation permits the State of Illinois to use the old Illinois and Michigan canal right of way for a superhighway into the loop district of Chicago. Before any engineering work can begin it is necessary for the Division of Waterways of the State Department of Public Works and Buildings to establish the legal boundaries of the lands involved. As millions of dollars in property rights are at stake, the canal records, most of which were deposited with us a few years ago, are being used exhaustively by the State. We have made cross referenced temporary catalog cards for all items in collection, final cataloged the land and operation records and have made progress on cataloging various survey records. In connection with this work the Archives Department has been called upon to render a special service in connection with the housing of certain highly confidential aerial surveys loaned by the War Department, and handled in such a manner that neither the Archives Department nor the Waterways Division can have access to them without the connivance of the other.

A copy of the 1830 federal census schedules for Illinois purchased within the year now makes our file complete up to and including the year 1850. Six counties of the 1850 federal census have been indexed; the rest will be indexed as rapidly as possible.

Practically all State records now in the Archives have been indexed up to and including the year 1850. There are approximately 400,000 cards in the Name Index to date. The change to straight alphabetical filing was made because too many of the short English names of our early settlers coded alike, causing confusion to users of the catalog.

Although the work was not done by us, it should perhaps be noted that the Library of Congress during the biennium completed the microfilming of all printed and unprinted Illinois legislative journals and reports also certain early court and territorial treasurers' records covering the period to and including 1833.

A number of special exhibits were shown during the biennium among which might be mentioned the following: The General Assembly One Hundred Years Ago (1847); Letter Heads; Data concerning names of Illinoisians whose names appear on the cornice of the State Archives Building; Illuminated Manuscripts; Bishop Hill Colony (Centennial of Swedish settlement in Illinois); Democracy Comes to Cahokia; Illinois Freedoms; Constitutions of Illinois; Significant acts relating to the history of Transportation and of Schools.

The personnel in the Photographic Laboratory was increased from one to three during the biennium. For the first time most of the Blue Book pictures for the Secretary of State's office were made in our own laboratory at a very substantial saving over the cost of commercial work. The Photographic Laboratory, in addition to its work for the Archives Department does all the publicity stills for the Secretary of State's office, photostatic recording for the Corporation Department and photostating and microphotography for all divisions of the Illinois State Library. Because of the increased load, microfilming and other photographic projects for the Archives Department had to be postponed.

As usual the number of calls for documents for legal purposes far exceeded those for other uses. Nearly 76 percent of the reference questions were classified as "routine departmental" -i.e. primarily for State business, a trifle more than 16 percent were for historical purposes, 6 percent for genealogy 1½ percent were on archival technique and the rest classified as miscellaneous. If the unusually large proportion of documents used for two pieces of research during two months had been eliminated, the proportion of "routine departmental calls" would be increased to the usual over 80 per cent. The proportions of historical calls for typical months was seldom as high as one in five. *and genealogical*

Again the Illinois Archives Building attracted a number of distinguished archivists, including members of the staffs from the respective National Archives of Peru, India, Venezuela, Uruguay and Colombia. Advice on buildings and other points of archival technique was sought by a number of states and several foreign countries.

The archivist served with the librarian of congress and the archivist of the United States on a special commission created in 1947 to advise on the reorganization of the New York State Archives. She has been editor of The American Archivist (and as such ex officio member of the Council of the Society of American Archivists) since July 1946. She celebrated her silver anniversary as State archivist on April 1st, 1947 and in 1948 was elected an honorary member of the National Association of State Libraries.

Miss Emma Scheffler, cataloger in the Archives Department, has been a director of the Illinois State Employees' Association since February 1947.

Respectfully submitted,

Archivist

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for October 1948

Accessions. The Department of Agriculture deposited the list of State Fair Awards for 1947 and the Secretary of State the title records to the new Nauvoo State Park.

Departmental Vaults. The only records authorized to be transferred to a departmental vault were warrant journals of the State Treasurer's office.

Staff Work.

Absences due to illness and the political campaign slowed down the output of the staff. Mrs. Richler was out two weeks, being in the hospital with pneumonia one week of the time. Mrs. Robeson was called out of town by the hospitalization of one of her children and Mrs. McFadden was out ill a week. I was away from September 22 to November 3, attending the meeting of the Society of American Archivists held at Raleigh, North Carolina a report on which is appended.

Most of my own time between my vacation which ended September 30 and the time I left for Raleigh was taken up with routine administrative chores. I typed and revised a total of 632 index cards for the Perrin Collection.

Mr. Cassady divided his time between reference work and writing an article for Illinois Libraries. Miss Scheffler took his time at the reference desk during a part of the month to give him uninterrupted time for this writing.

Mr. Rountree was assigned to the Shipping Room of the State Library part time. In order that his filing of the Corporation Reports might not lag, Mrs. Robeson, Mrs. McFadden and Miss Scheffler unfolded and stapled reports for him. Filing of the reports through the letter 'S' has been completed. The next year's reports are due almost any time now, but Mr. Rountree hopes to complete this filing before they arrive. Our filing has always been finished by mid-summer before this and we hope it will not lag another year.

All name index cards are now filed in the consolidated name index with the exception of the cards for the census index for the county upon which we are now working.

Miss Scheffler is working on the descriptive notes for the Field Note Records of the Illinois and Michigan canal, but has no statistics of completed work to report. She is now preparing an exhibit of library laws for the Illinois Library Association convention.

Miss Hall, Nat'l Lib.

and
Nov. 12, 1948

Mrs. Robeson has checked the filing of Notary Public Petitions for misfiled Notary Bonds for the years 1899-1904, locating 20.

Mrs. McFadden reports having made 600 index cards for the Macoupin County Federal Census for 1850.

Mrs. Reichler made approximately 150 index slips for 1810 Perrin records. She has completed the simpler more routine documents for the period 1810-1818 and is now doing the more complicated documents for which she was too inexperienced when she first came. We could go faster on this work if we had sufficient typist help.

Reference work slumped during the final weeks of the polical campaign. We had one research worker here, Mrs. Ward Howell who is writing a history of Corpus Christi under a grant in aid. She was gathering material on Simon Kinney, founder of the town, who was one of the contractors on the Illinois and Michigan canal. We also sent a photograph and data on the Holy Family Church at Cahokia for the Cahokia Historical Society.

We fumigated a collection of bedspreads recently presented to the State Museum.

Howard Reproductions of Illinois Documents. The Lee Howard Advertising Company, Incorporated, of New York, has invited the Illinois State Library to participate in its program for reproducing important historical documents. The following excerpts from Mr. Howard's letter to Miss Helene Rogers dated October 8, 1948, explain the project.

My organization, which handles public relations work for over 700 banks and public utilities throughout the United States, is now engaged in a project involving the Freedom Train. In essence, this program is based in the fact that the Freedom Train has two important shortcomings. Firstly, the Freedom Train visits very few communities in any given state. Secondly, the Freedom Train remains for too short a period of time in communities it does visit. As a consequence, only a very small percentage of persons who would like to see the great documents aboard the Freedom Train, will ever have an opportunity of doing so.

Therefore, my organization has reproduced, in enlarged form, many of the more important documents now touring the country aboard the Freedom Train. These enlarged reproductions are being shown by my bank and utilities clients...as a public service to the communities they serve, and (even more important) to the students of these communities. Further, after the exhibition of these enlarged documents in their windows and lobbies, my clients present these documents to the local school board for routing through the schools of the community.

As a consequence thereof, the great documents of our American heritage are being seen by literally millions of persons who otherwise might never be brought in contact with them.

The acceptance of this program, which we have arranged in cooperation with the American Heritage Foundation, has been most enthusiastic. This enthusiasm emanates not only from my clients but from historical societies, service and patriotic organizations, schools boards and similar groups. Local newspapers have cooperated and, all in all, the program is definitely achieving its essential purpose of inspiring a re-dedication to Americanism.

In discussing the program here at this office, and in the discussion of the continuance of this program, another thought has been projected. It is, simply, just this:

We would like, now, to provide our clients, for the following year, with a somewhat similar program... THIS TIME PERTAINING TO THE HISTORICAL BACKGROUND OF THEIR HOME STATE. In other words, in the case of your state, we would like to provide our Illinois clients with a group of enlarged reproductions of documents of historical import pertaining to the State of Illinois. Since the documents of the Freedom Train have been so well accepted, we feel that the localized program will have even greater acceptance. On the theory that there is no sound as exciting as a tap on your own front door, we feel that it will be of definite interest to the people and students of the State of Illinois to learn more of the historical background of their state, and to have an opportunity of seeing, in reproduction form, some of the great documents of their state.

The successful conclusion of this program will depend, to no small extent, upon the cooperation of the Illinois State Library. We will require photo graphs suitable for reproduction of approximately 26 important documents pertaining to your State's heritage. We will require some brief descriptive material relating to each document. We will require (in the cases where permission may be a requisite) the right to reproduce these documents.

It is, indeed, fortunate, that with certain exceptions, the choice of these documents has already been made and the necessary descriptive material already prepared. The exceptions, per our phone discussion, lie in the addition of human interest material.

For example, in our Freedom Train program, we included such documents as a letter sent by the King of Siam to Abraham Lincoln, offering him (Lincoln) some elephants for use in our "jungles". This, certainly, is not significant in American history. It has been reproduced and widely appreciated and discussed because of its color, and human interest. The same is true of a letter sent

by Deborah Gannett requesting a pension. Certainly, this letter is not of any earth-shaking consequence, but again, indicating the fact that a woman did serve many years ago in our armed forces, great human interest (if not historical importance) was added. Another example is in the case of the State of Connecticut, where one of their items to be reproduced is a personal letter of Israel Putnam. There, too, we were thinking of the localized interest and the local color, rather than the historical importance of the letter. I mention all this, Miss Rogers, so that in your choice of the documents the interest is as important as the importance.

Finally, the condition of the documents must have some bearing on their selection. I do not mean that the documents must be in perfect shape. On the contrary, sometimes a well-worn, aged look adds to the public interest of a paper. But the writing must be at least partially legible or else all will be lost in the reproduction.

Among the states now cooperating with us on this program are New York, New Jersey, Virginia, Florida, Texas, California, Massachusetts, Connecticut and Ohio. We intend to proceed with this program in 20 states of our country.

We have agreed to go along with the program. As a start we submitted a copy of our Freedom Train Exhibit article for Illinois Libraries. Many of the items in that exhibit would not be suitable for this purpose, and there are many others not listed there which are of greater significance. I shall be working on this as my next project and will submit suggestions shortly. The Springfield Marine Bank has been exhibiting reproductions by this company for several months.

Respectfully submitted,

Archivist

REPORT ON JOINT MEETING OF
THE SOCIETY OF AMERICAN ARCHIVISTS
AND THE AMERICAN ASSOCIATION
OF STATE AND LOCAL HISTORY
October 27-29, 1948

Miss Helene H. Rogers, Assistant State Librarian and Miss Margaret C. Norton, Archivist, attended the Joint meeting of the Society of American Archivists and the American Association of State and Local History held at Raleigh, North Carolina on October 27, 28 and 29.

The archivist as editor of the American Archivist is ex officio a member of the Council of the Society of American Archivists. The Council held three sessions. In addition the archivist spent considerable time in conferences connected with her turning over of the magazine to her successor Karl L. Trever of the National Archives. Her term expires with the publication of the April 1949 issue and she refused reelection to the post. She also attended one committee meeting and several conferences of Phillip Brooks' committee which is writing a records manual for State and local officials. The last morning she skipped the meeting to spend the time in the archives department of the North Carolina Department of Archives and History. There is a new archivist in charge and he wanted some advice on procedures which are not too popular with his staff who want to continue doing things the way they have been done for the last forty years. All in all the archivist heard very few papers and therefore can give a poor report on the meeting itself. She came away with intangible but positive inspiration which comes only from association with other persons having similar interests and problems. Since a full report on the contents of the papers will appear in The American Archivist no attempt to summarize the papers will be made.

The papers of most immediate applicability to our own work were those presented the first day. In the morning we discussed "Reference Problems as Viewed by the Reader" and in the afternoon "Reference Problems as Viewed by the Administrator." Professor Charles S. Sydnor of Duke University discussed "What the historian expects of an archival agency" and Dr. Milton Rubincam, of the National Genealogical Society "What the genealogist expects of an archival agency or historical society." The discussion from the floor was lively. The archivist participated, urging that professors ask for advice about unexploited material in the archives instead of assigning hackneyed topics for thesis subjects. She also deplored the lack of training in techniques of handling bulky bodies of source materials. Dr. Buck of the Library of Congress asked whether the historian would prefer detailed descriptions of selected collections of manuscripts

as had been the policy of his institution in the past, or more or less sketchy descriptions of all material. Most of the rest of the discussion revolved around various phases of that problem.

The luncheon speaker was Paul Green, member of the faculty of the University of North Carolina and author of the "historical symphonic dramas "The Lost Colony" and "The Common Glory." His theme was that Hollywood and New York have missed a wonderful opportunity to cash in on America's interest in its historical heritage. The success of his plays, presented annually at Roanoke Island and Williamsburg, respectively, would indicate that he is right.

I was able to stay for only the first two of the afternoon papers. Dr. de Valinger's paper was interesting especially for what he had to say about the amount of time which can be given to individual inquiries. He commented on the vicious circle in which we are all caught: with a limited staff you cannot compile the indexes which would shorten research time because you have to spend too much time making searches in records that should have been indexed first.

Following the Wednesday afternoon session the members of the two associations were guests at a tea given by Governor and Mrs. Cherry at the Executive Mansion.

The annual dinner of the Society of American Archivists was held Wednesday evening with the archivist of Illinois presiding. Dr. Christopher Crittenden presented his presidential address. Following this was the business meeting. Dr. Crittenden was reelected president and the Secretary and Treasurer were also reelected. Herbert Kellar of Chicago was elected vice president. The archivist of Illinois was presented with an orchid as a gesture of thanks for her work as Managing Editor and was made an honorary member of the Editorial Board.

On Thursday we went by bus to Durham where we were entertained at a complimentary luncheon by Duke University. In the afternoon we went on to Chapel Hill where the University of North Carolina gave us a steak dinner which probably will be the best remembered feature of the trip. We spent most of the morning at Duke University Library through which we were conducted in small groups. Instead of the formal paper by Graham Roberts, curator of manuscripts, as listed on the program, Mr. Roberts had prepared an elaborate exhibit on techniques. Most of us found this one of the most helpful and practical features of the program.

The luncheon paper on University Archives presented by Dr. John Jennings of the Virginia Historical Society, was generally acclaimed as the outstanding paper presented during the meeting. Dr. Jennings surveyed the history and present status of university archives in this country.

then went on to point out basic principles. Particularly he emphasized the distinction between collections of historical manuscripts made by university libraries and university archives as records of university administration, a distinction seldom clear to university authorities. Many people asked for immediate publication.

The tour of the University of North Carolina Library was less well organized than the Duke tour, though we did get some idea of the amount of material on southern history collected by Dr. J. G. de Foulke Hamilton, recently retired as Director of the Southern Historical Collection. Dr. Hamilton is one of the great collectors of Americans. The paper by his successor, Dr. James W. Patton was unimaginative, consisting chiefly of long lists of accessions. Most of us, despite valiant efforts to be polite, slept soundly through it. The meeting of the Council prevented the archivist both from participating in the scheduled tour of Chapel Hill and from attending a party tendered by her old friends the R.D.W. Connor's.

Dr. Lyman H. Butterfield of Princeton University spoke at the dinner meeting. He discussed technical problems involved in editing the Thomas Jefferson papers. It is unlikely that the Abraham Lincoln papers also being edited, by the Abraham Lincoln Association at Springfield, will match the Jefferson papers in scholarship. This long and informal discussion was listened to with keen interest by those in attendance.

The Friday morning meeting, held at the North Carolina Department of Archives and History was devoted to the history and program of state archival agencies, specifically those of Mississippi, Wisconsin and Pennsylvania. None of these papers were heard by this reporter but those who attended were not too enthusiastic over any of them.

One of the most interesting sessions was the luncheon conference Friday on the meeting of the International Council on Archives. Dr. Solon Buck of the Library of Congress, the American delegate, and Herbert O. Brayer, secretary general of the council, gave us a confidential and complete report on the meeting. Particularly interesting was Mr. Brayer's description of the way international stresses affected the most innocent proceedings. The next international conference of archivists is to be held in Paris in 1950. In the meantime selected individuals and institutions will be invited to become non-voting members. Each country will be allowed only 3 votes - two to the national society of archivists and one to the national archives. Special provision is made in the constitution for voting in cases where there is neither a national archives nor a national society of archivists.

The Friday afternoon session was devoted to the subject of "Collectors and Historical Depositories: Common Interests and Mutual Benefits." The archivist was in conference all afternoon concerning editorial problems of the American Archivist and did not attend.

The annual dinner of the American Association for State and Local History brought the meeting to a close. President S. K. Stevens of Pennsylvania gave a stimulating report on "The Association's Eight Years and Its Future." Dr. Stevens commented discreetly upon the fact that the Freedom Train was taken over by persons who felt that much bally-hoo would be necessary to make it a success, and apologized to those who were bypassed after being invited to participate in plans for the coming of the train to their respective communities. He said that popular response surpassed all expectations - that the promoters had wondered how to get people to visit the train whereas the real problem proved to be how to crowd in all the multitudes who stood in line to see it. Of particular interest to me is the proposal of Henry Luce to publish a popular historical magazine similar in form to Holiday.

The next meeting of the Society of American Archivists is to be held in Quebec. The council of the American Association for State and Local History decided that it would be desirable for that Association to have a separate meeting and said they would plan their meeting to be held somewhere in Vermont a few days before or a few days later than the archivists' meeting, so that persons interested in both associations could attend both. There was some grumbling on the part of archivists who may have difficulty in justifying a trip outside of the country anyhow, especially if the meetings were held for only two instead of the usual three. There was nothing the archivists could do but accede to the request since the historical group seem to feel the archivists have dominated their group too long.

Enroute home we spent a day in Nashville, Tennessee, visiting the Tennessee State Library and Archives. Mrs. Moore, State Librarian, had been very anxious to have us make this stop in order to consult with us about plans for the new Tennessee State Library and Archives Building for which appropriations have already been made and the site procured.

ARCHIVES ACCESSIONS

October 1948

Agriculture Dept.

Documents

State Fair Awards Report 1947

1

Secretary of State. Index Dept.

Real Estate Title: Nauvoo State
Park

69
70

ARCHIVES REFERENCE
October 1948

Routine Departmental Calls

Secretary of State	
Corporation Dept.	160
Annual Reports	29
Index Cards	
Executive Dept.	
Executive Register	2
Trade Marks	9
Index Dept.	
Title records	3
Election records	46
Enrolled Laws	14
Securities Dept.	
Closed cases	7
General Assembly	16
Insurance Dept.	4
Annual reports	4
Waterways Division	
I & M canal records	<u>72</u>
	362

Historical, Genealogical, etc.

Historical	
Corporation Index	1
Historical Records Survey	42
Agricultural Census, Federal	5
General	3
History State Departments	2
Genealogy	
Name Index	<u>7</u>
	60

Mail Inquiries

Historical	6
Genealogy	15
Miscellaneous	<u>5</u>
	26
Total	<u>448</u>

ARCHIVES CATALOG

October 1948

Name Index

(Macoupin County Federal Census, 1850	616)
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Perrin Collection

1810	48
1811	52
1812	152
Registre (-p.83)	380

Cross Reference

195
<hr/> 1443

VAULT ADMISSIONS October 1948

Div. of Architecture & Engineering	1
Auditor of Public Accounts	8
Civil Service Commission	3
Dept. of Finance	1
" of Public Works & Buildings	1
" of Registration & Education	37
Sec. of State	
Corporation	3
Executive	19
Safety Responsibility	23
Securities	1
State Treasurer	14
Tax Commission	1
Waterways	1
	<hr/> 115

Photographic Laboratory

October 1948

772 - 8x10 prints
28 - 11x14 prints
16 - 16x20 prints
9 copies. 27 - 8x10 prints
12gal. Developer
16 " Hypo.

Photostats

66 copies	Illinois State Library
<u>14</u> "	Corp.
80 copies	Total

10 qts. developer
9 " hypo.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for November 1948

Accessions. The only accessions for the month were 21 documents relating to real estate recently purchased by the State for Siloam Springs State Park, Mississippi Palisades State Park and Nauvoo State Park, all deposited by the Index Department of the Secretary of State's Department.

Departmental Vaults. Records were transferred to Departmental Vaults by the Departments of Agriculture, Public Instruction and State Treasurer. Agriculture Department is weeding its older files in the vault.

Staff Work.

As for the past two years, emphasis has been put on getting the Perrin Collection indexed. Mrs. Reichler is now working on the "sticklers" laid aside when she started indexing. She has picked up and completed 65 documents for the years 1810 and 1811 and translated some two or three found in the file and not previously done.

I have worked chiefly on the Registre, indexing all names (about cards), and calendaring, in brief form, all entries. This calendaring actually was not completed until the 9th of December, but is reported here as a work unit completed. All completed Perrin index cards have now been filed in one alphabet, which is being kept in a separate file so long as we shall be working on the collection. The next project will be to get the sixty odd bound volumes of the collection cataloged and indexed. We expect to index all Perrin documents in detail up to and including the year 1818. Some of the bound volumes are of a date later than that and may or may not fit into our indexing program. Many of the volumes are court records printed in Alvord's Cahokia volume. Most of these and some other volumes are in too fragile condition to handle. We may index the Alvord volume from the printed copy in order to have a complete index of the whole collection.

Some other work which I think should be done in the Archives, such as bringing our catalog of series up to date, has been laid aside for this work on the Perrin collection. There are several reasons why it has seemed wise to concentrate on that. The duo-sesquicentennial of Cahokia will be celebrated next May, and there have been and will continue to be many calls for these records. Mr. Monaghan has decided to ask Marguerite Pease to undertake a definitive publication of manuscripts relating to the French in Illinois, which will include not only such Perrin items as the Registre and other previously unpublished Perrin documents, but also documents from the Belleville and Chester court houses, Quebec, Missouri, New Orleans and France. I have not heard whether she has accepted, but if she does not someone else will and I want to have what we have in excellent order. It is probable that we shall be asked to assign desk space in the Archives for her use. A third reason for doing a thorough job is that the

care to which we give these records very likely will be a factor in influencing Belleville and Chester officials in considering release of allied materials to us.

Miss Scheffler continues cataloging the canal records. She has for some time been working on a very complicated series of field survey notes. These are in constant use by the Division of Waterways and Mr. Squires, one of their engineers, has been most helpful. She reports ⁴⁴ more work slips on the series. Because of the importance of the series and the difficult and unusual problems connected with the cataloging, the work is going very slowly. One of the most difficult problems is a psychological one. A librarian's catalog of the individual volumes (there are several hundred) would be merely confusing. Our problem is to produce a descriptive guide to the series as a whole which will tell the searcher whether or not there is likely to be material of interest to him in the series. Then the series descriptions must be broken down in such a manner that they will show which volumes contain material on the sub-function. Since each volume contains materials on each of two or three sub-functions, a volume by volume description of contents would again be confusing. Also this same series was compiled by engineers employed by half a dozen successive agencies, and their relationship to parts of the series also brought out. Perhaps one might say that in library cataloging the departmental relationship would be the most important with titles second, while subject relationships can be expressed by secondary cards. With archives the departmental relationship is subordinate to the governmental function, so much so that in the case of the Illinois and Michigan canal we use that as the main catalog entry rather than the various departments which had control of it at diverse times. The records are further broken down to bring together in the catalog those relating to construction, operation and management of canal lands. These functions in turn are broken down into sub-functions. The title given a volume is tertiary - it is used only to differentiate between records under the functional entries. Miss Scheffler has now had enough archival reference to understand and apply the reasons for differentiation between the two types of catalog. It explains why the National Archives refuses to employ library catalogers because it has found that it is more difficult to retrain than to train in the first place. It was an interesting experience to give instructions to Miss Scheffler and to Mr. Cassidy at the same time. Mr. Cassidy grasped the archival point of view more readily than Miss Scheffler, but he lacked training in and patience with bibliographical minutiae which are so necessary to accurate descriptions. I did not keep him on that work because that is not from our point of view ^{at his research in county government for which his legal training gives him an excellent background.} I felt he needed enough cataloging instruction for general supervisory work and to assist him in his reference work. I make this lengthy statement in explanation for the lack of statistics on cataloging, which does not imply that work is not

going on satisfactorily. In other words, for series as complicated as those in the canal records, there is a hundred times more work involved per volume than in the case of library books for which L.C. cards are available.

Miss Scheffler also prepared an exhibit of library laws placed just outside the State Library administrative office for the Illinois Library Association convention. She also acted as chairman of the "banquet committee" which involved all arrangements for and table decorations for the executive board luncheons, the business and industry luncheon, the Smorgasbord and the annual banquet. All went well, and her table decorations were most attractive.

As we had many visitors it seemed desirable for me to be at my desk every day during the convention. I was at the hotel some time every day and visited and lunched with friends, but the only session I attended was the annual dinner meeting at which Clifton Utley, news commentator, was the speaker. Miss Scheffler attended the catalogers' breakfast and perhaps some parts of sessions. Mr. Helm was of course busy with his camera. So far as I know, no other member of the Archives staff participated in convention activities.

I prepared a list of 26 Illinois documents to be reproduced in enlarged form by the Lee Howard Advertising Company for display purposes. A list is appended. This list has been submitted to Mr. Howard but I have not yet heard further instructions as to the preparation of photographic copies. I am working on the explanatory text to accompany the reproductions.

Mr. Cassady has done reference work; indexing and wrote an article for Illinois Libraries entitled "Services of the Archives Department, Illinois State Library." He has also continued his research on county government.

Mr. Rountree has finished filing the "for profit" corporation reports for 1945 but I find he still has some "not for profit" reports and index cards to file.

We are continuing to check on filing and rearrangement of files. I discovered that a job of shifting in one bay begun by Mr. Weatherbee had not been completed and Mr. Cassady and Mr. Rountree rearranged and reinventoried it. Another group of records was found partly on one level and partly on another. This has also been rectified. Mrs. Robeson completed the checking of notary petitions for misfiled notary bonds, finding 51 in the 1833-1898 files. She unfolded and relabelled folders for 125 enrolled laws for 1915. We are doing this as fast as Mr. Butler can get the new folders for us. She has also done preliminary filing of name cards and is now helping Mr. Rountree with unfolding and stapling corporation reports. Her filing seems to be very accurate.

Mrs. McFadden reports making 750 Macoupin county census index cards and Mr. Cassady about 500. We have now completed indexing the 1850 federal census for Adams, Alexander, Bond, Boone, Brown, Peoria and Montgomery counties, with Macoupin nearly finished.

We have had two research workers here during the month. Mrs. Howell Ward of Corpus Christi, Texas is doing a history of that city, under a subvention from one of the Foundations. The founder of the city was Simon Kinney who was one of the contractors on the Illinois and Michigan canal. She found quite a bit of material here.

Miss Margaret R. Beattie, is writing a doctoral dissertation on some phase of public lands in Illinois consulted our swamp land papers. She was disappointed not to find the land records here. I sent her to Miss Davis of the Auditor's office who was helpful, but of course there are no facilities in the office for research workers.

Mr. Peterson of the National Park Service is also very anxious to use the Kaskaskia land records. He is particularly anxious for us to get photostatic copies of five volumes which he could borrow from us. With the staff of the present Auditor busily engaged in preparations for the change of administration this seems an inopportune time to ask to borrow the volumes, but we hope be be able to accommodate Mr. Peterson later.

As a minor service we might mention having done another fumigation job for the State Museum.

Respectfully submitted,

Archivist

DOCUMENTS PROPOSED FOR ENLARGED COPIES, ILLINOIS

1. **Registre des insinuations des donations, 1737-68**
This was the old notary's register of marriage contracts, wills, etc., and it is the earliest known extant civil record west of the Alleghanies. We will select a couple of early pages for reproduction, with translation.
2. **Map showing the French land system in the Cahokia area.**
3. **An inventory of early estate of Cahokia.**
Gives an idea of what tools, furniture and clothing was used in this pioneer settlement.
4. **Record of the Court of the Committee of Cahokia.**
This was the court set up as the governing body after conquest by George Rogers Clark.
5. **Regulations for the maintenance of the fence around the Cahokia commons, 1735**
6. **Fugitive slaves in old Cahokia, 1785.**
Two fugitive slaves were fished out of the Ohio river and brought to Cahokia to decide what to do with them. These negroes had been sent by their original masters to serve in the American revolution. They were captured by the British, after the war sold, tried to escape to Illinois. Both asked to be sold in Cahokia rather than returned to their former masters.
7. **Regulations for the government of the Court of Cahokia, 1785**
8. **Regulations against sale of liquor to the Indians, 1787**
9. **1809. First entry in Executive Register**
The official diary of the Governor, kept today by the Secretary of State as his recording officer
10. **1812. Journal of the House of Representatives, the first Territorial General Assembly of Illinois.**
11. **1818. Territorial census.**
Taken to prove that Illinois had sufficient population to be allowed to become a State.
12. **Constitution of 1818. 1st and signature pages**
The first page is rather photogenic; signatures of four men for whom counties were later named appear on the signature page.
13. **1825. The first free school act of Illinois.**

14. 1825. An act to provide for the construction of the Illinois and Michigan canal.
This canal was to Illinois what the Erie canal was to the East. We also have a copy of the first survey for the canal. We will substitute that if we can get a satisfactory copy.
15. 1829. Act providing for registration of free negroes as protection against being kidnapped as fugitive slaves
16. 1830. Certificates of purchase for first canal lands sold, including sale of first lot in Chicago
17. 1834. Lincoln's certificate of qualification as having been elected to the General Assembly; a copy of his first bill; perhaps one or two other shorter G.A. records in Lincoln's handwriting.
18. 1837. Internal improvements act.
Although this plan bankrupted the State because of the manner in which it was attempted to carry it out, this was the first "planned economy" public works program in the State and was fundamentally sound in principal. It would be desirable to show this on a map. We have a photostat fixed up to show this, which we used in an exhibition. I do not know whether you would want to have one prepared, but it might be interesting.
19. 1843. Way bills of the Northern Cross Railroad, the first railroad built in the State
1848. Toll record for first year of operation of Illinois and Michigan canal, showing names of boats, commodities carried, etc.
20. Act creating the Illinois Asylum for the Education of the Deaf and Dumb. 1839.
The first State charitable institution
21. 1867. The Illinois eight hour labor act.
22. 1870. The present State constitution
23. 1870. Act giving women the right to choose occupations.
24. 1903. The first motor vehicle speed limit law (15 m.p.h.)
25. 1891. Act giving the secret ballot (Australian ballot law)
26. 1919. Act protecting minorities against inflammatory literature.

ARCHIVES ACCESSION

November 1948

Secretary of State. Index Dept.

Real estate title records

21 documents

(5 cases)

Archives Reference
November 1948

Routine Departmental Calls

Secretary of State	
Bookkeeping Dept.	
Duplicate Pay Rolls	2
Corporation Dept.	
Annual Reports	89
Charter Record	1
Correspondence	1
Index cards	35
Executive Dept.	
Certificates of Qualification	2
Land Records	3
Notary Bonds	2
Trade Marks	7
Index Dept.	
Elections	36
Communist Petition	5
Enrolled Laws	26
Securities Dept.	
Closed cases	5
General Assembly Records	<u>34</u>
	248

Historical, Genealogical, etc. (in person)

Archival Technique	1
Genealogy	22
Historical	
Miscellaneous	16
Census (Historical Purposes)	40
Illinois & Michigan Canal	7
Internal Improvements	3
Swamp Lands	40
Executive Record	2
Election Record	1
Military Correspondence	1
Governor's Correspondence	<u>2</u>
	135

Mail Inquiries

Archival Technique	2
Genealogy	7
History	8
Miscellaneous	<u>1</u>
	18
	<u>401</u>

ARCHIVES CATALOG

November 1948

Name Index

Cards

Federal Census 1850

(Macoupin Co.

1250)

Perrin Collection:

Registre index

756

(supersedes previous
reports)

2006

Catalog

0

Vault Admissions November 1948

Div. of Architecture & Engineering	1
Auditor of Public Accounts	4
Civil Service Commission	5
Illinois Commerce Commission	1
Dept. of Insurance	2
Sec. of State	15
Executive Department	3
Index Department	25
Safety Responsibility	
Supt. of Public Instructions	3
Dept. of Registration & Education	33
State Treasurer	<u>10</u>
	102

Photographic Laboratory

November 1948

622 - 8x10 prints
14 - 11x14 "
38 - 16x20 "
4 copies - 16 - 8x10 prints
11 gal. Developer
14 " Hypo.

Photostats

194 copies - Corporation
72 " - Library
266 " Total

20 qts. developer
18 " hypo.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for December 1948

Accessions. The Corporation Department transferred the 1946 and 1947 "Not for Profit" Corporations Annual Reports. The Index Department transferred 24 documents relating to 6 tracts added to the Nauvoo State Park. The Legislative Council transferred research data and its report on "Responsibility for Highway Planning."

Departmental Vaults. The following departments transferred records: Agriculture and Registration and Education.

Staff Work. The calendar of the Registre des Insinuations des Donations, 1737-69 which I reported as having been finished last month took longer than I had anticipated and actually it was not completed until the middle of the month. Most of my time the rest of the month was occupied by the selection of materials for reproduction by the Lee Howard Advertising Co. Inc., and writing the accompanying descriptions of documents.

No new project has been undertaken by any member of the staff except Mrs. Robeson. She has started the refiling of the Secretary of State's correspondence for the years 1910-1914 which came to us unfiled. The HRS refiled for the years 1901-1909 at least to the first letter. Mrs. Robeson is now trying to get the files organized at least to the first letter and has finished the year 1910 and part of 1911. As soon as she completes filing to the first letter for all the unfiled material she will go back over it and do to the third letter. As we seldom have calls for that material we may not carry the filing beyond that point, at least not for the present. Mrs. Robeson has also unfolded and placed in new folders 198 enrolled laws for the year 1917. That work is progressing as rapidly as Mr. Butler is able to supply us with folders. She has unfolded and stapled some of the 1946 corporation reports, has done preliminary filing for index cards and has substituted occasionally at the Reference desk.

Mrs. Reichler is continuing with the indexing of Perrin documents, and is now working on the year 1812.

Mr. Rountree has completed the filing of the 1945 numbered corporation reports and index cards, has filed corporation cards to the letter K, and has received and made a temporary arrangement of the 1946 corporation reports. He has made up 14 of 16 hours owed for time off taken in November.

Mr. Cassady and Mr. Rountree have rearranged some material in several bays - in one case completing a shifting of drawers started by Mr. Wetherbee and in another case getting records together which belonged to the same department but which, being received at different times, had got placed at some distance apart.

Mr. Cassady has done other odds and ends of checking and rearrangements in vaults, besides his reference room duties, so has not made progress on his research on county government.

All persons working at the desk have done some indexing in the census records. Mrs. McFadden, being there most of the time, reports the largest number of cards done, 550.

Miss Scheffler has made progress on cataloging the canal field books. She has 75 cards ready for revision, but until that revision has been made these will not be reported in the statistics. She has also helped Mr. Squires of the Division of Waterways in his research in the canal files.

An exhibit on State government in 1848, joint work of Miss Scheffler and the archivist, is in preparation. A fuller report will be made next month.

There is perhaps nothing of moment to report for the month except that the Division of Waterways has removed its file of U. S. Army Aerial Surveys. It will be remembered that we furnished acceptable housing for these highly confidential documents. The Director of the Department of Public Works and Buildings has written us a letter of appreciation for our cooperation.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

December 1948

	<u>Days.</u>	<u>Docs.</u>
Secretary of State		
Corporation Dept.		
Not for Profit Corporation		
Reports 1946-47	5	
Index Dept.		
Real Estate Titles		24
Legislative Council		
Research Data: Highway Planning	<u>5</u>	<u>2</u> 26

ARCHIVES REFERENCE

December 1948

Routine Departmental Calls

Secretary of State	
Bookkeeping Dept.	
Duplicate Pay Rolls	3
Corporation Dept.	
Annual Reports	99
Index Cards	42
Correspondence	1
Executive Dept.	
Certificate of Qualification	2
Notary Bonds	3
Trade Marks	7
Index Dept.	
Deeds to State Property	8
Elections	16
Enrolled Laws	17
Security Dept.	
Closed cases	2
General Assembly	23
*Illinois & Michigan Canal Records	1
	<hr/> 244

Historical, Genealogical, etc.

Historical	
General Assembly	3
County History	3
Miscellaneous	4
Genealogy ..	
Name Index	8
State Census	5
	<hr/> 23
Mail Inquiries	
Archives Technique	4
Genealogy	7
Historical	7
Miscellaneous	8
	<hr/> 26
Grand Total	<hr/> 293

*Does not include constant reference to Canal records by the Division of Waterways, which I find has not been reported upon statistically in the past.

ARCHIVES CATALOG

December 1948

	<u>Cards</u>
Name Index	
(Macoupin County Census, 1850	858)

VAULT ADMISSIONS December 1948

Department of Agriculture	5
Auditor of Public Accounts	12
Civil Service Commission	7
Illinois Commerce Commission	2
Department of Insurance	4
Illinois State Historical Library	1
Supt. of Public Instructions	4
Sec. of State	
Corporation Dept.	3
Executive Dept.	22
Safety Responsibility	25
Dept. of Registration & Education	40
Supreme Court	5
State Treasurer	23
	<hr/> 153

PHOTOGRAPHIC LABORATORY

December 1948

Photographs

38 photo copies
76 8X10 prints
484 8X10 prints
56 11X14 prints

12 gallons Developer
16 " Hypo

Photostats

238 State Library
3 Corporation Recording

241

30 quarts Developer
18 quarts Hypo

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
January 1949

Accessions. All records deposited in January came from the Secretary of State's office. They include the Annual Reports of For Profit Corporations for 1946, from the Corporation Department; the 1948 election records; and Deeds for State Park lands; Siloam Springs, Ferns Glyffe and for the purchase of additional tracts for the various State teachers' colleges and the State Normal University from the Index Department.

The 1940 communist petition was returned to the Index Department on request.

Departmental Vaults. Records were transferred to their respective Departmental Vaults by the State Library (collections Dept.) and the State Treasurer. The State Treasurer's office recently reorganized its files and sent us a complete inventory of the records in its vault.

In connection with Mr. Peterson's research on Cahokia I have secured the loan of three volumes of early Kaskaskia land records from the Auditor's Office. These we will photostat (if possible--I fear the size rules that out) if not microfilm and can use that for historical purposes. In locating the volumes I was advised to find that most of the early land office record volumes are now in the Auditor's departmental vault. You will remember that we tried unsuccessfully, apparently, to get those records put in a departmental vault for safekeeping, if they could not be transferred to the Archives proper. No authorization was ever given for those volumes to be transferred, but they are that far, so I am encouraged. The reason why authorization was not asked for I do not need to explain. Now we must watch that unbound land records don't get disposed of as of no value.

Staff work.

Mrs. Delchler and Mr. Rountree report having made up time for extra time off taken by them.

The archivist testified before the Lee County Circuit Court at Dixon in the State vs. Lyle Prescott (Conservation land case) on January 11. The judge impounded the deed to the Latta property, promising to return it at the conclusion of the trial. We have not yet received it, however, and will write about it in a month.

Photographs and enlargements of 27 documents, together with explanatory notes, went to the Lee Howard Advertising Co., Inc. of New York for reproduction in enlarged form for advertising purposes. These same documents are to be reproduced in Illinois Libraries as a series which can form the basis of a booklet later.

Cataloging of the bound records in the Perrin Collection might have been completed if I had not taken time out to index one volume of land records which I think will be useful to the Cahokia people because it lists most of the residents in Cahokia in 1783 and 1790, respectively, also the disposal of their property prior to the end of the year 1798. Twenty-seven series were completed. Miss Scheffler is making good progress on the cataloging of the field notes for the canal. I have checked most of her work and found no errors; she seems to have grasped the principles of archival description very well. Statistics cannot be given until the whole series is completed.

Mr. Rountree was taken out of town for some district library work the last week of February and had not returned in time to make his monthly report. I do know that his filing is seriously behind because of the frequent calls for non-archival work, and when his work is behind the archives reference service suffers. Unfortunately it is not practicable to shift other members of the staff to this particular filing job.

Mrs. Robeson has alphabetized to the first letter all correspondence of the Secretary of State for the year 1911. She finished stapling the Corporation reports for 1946 thru the letter "A" which probably indicates the progress Mr. Rountree has made. She has also done some miscellaneous filing of cards, etc.

Mr. Cassady and Mr. Rountree have shifted the title records to State property to accommodate newer accessions. 8 drawers had to be filed in cabinets outside the safe which is now full--that is, the sections of the safe built to take filing cabinets.

Mrs. McFadden and Mr. Cassady are working on the index to the Macoupin county federal census of 1850. They have reached p.453, "leaving some 70 double pages necessary for completion."

Routine work has been accomplished by members of the staff. It is presumably unnecessary to give the same sort of details for each month, but rather to report on completion of major projects. Signed reports from each member of the staff (except the Photographic Laboratory) are in my files.

Exhibits. The current exhibit is on State Government 100 years ago. As usual I made the preliminary selections of material and Miss Scheffler carried out the details. Because the State was operating under a new constitution in 1849, the legislation that year was not particularly striking, but we did get together a rather interesting exhibit, we think. I worked out a chart of State government and the budget which is usually interesting, especially to members of the General Assembly. Miss Scheffler's list of exhibit materials is appended.

Staff Activities. Miss Scheffler has been appointed to the membership committee of the Society of American Archivists and I.L.A. The section of her report dealing with that, the Catalogers' Breakfast and the Illinois State Employees Association follows:

"President Crittenden of the Society of American Archivists has appointed me a member of the Membership Committee of the association. I am to be responsible for soliciting new members in the Area 4. This area comprises the states of Illinois, Iowa, Minnesota, Nebraska, Wisconsin, North and South Dakota. Dr. D. L. Corbitt of the North Carolina State Department of History and Archives, Raleigh is Chairman of the Committee.

"Miss Eleanor Plain, President of the Illinois Library Association has asked me to serve on the membership committee as Chairman of Region 4. Miss Gertrude E. Gecheidle, Librarian of the Main Library, Chicago Public Library is General Chairman. I have accepted both of the appointments.

"At the Catalogers Breakfast held at the I.L.A. meeting here in November it was proposed to organize a Catalogers Section of I.L.A. Miss Mary Moyer, of the Ill. State Historical Library called a meeting of Springfield catalogers early in January to begin this organization.

"We met at the Lincoln Library and formulated some plans. Miss Moyer was to present these at the Executive Board meeting of I.L.A. held at the time of Mid-Winter meeting of A.L.A. in Chicago.

No further meetings have been held. It is hoped that a section, similar to the Trustees Section of I.L.A. will be organized for catalogers over the state. The catalogers who attended the Breakfast expressed the desire to have more helpful programs for their special problems of cataloging. It is hoped that cataloging problems will find a definite place in the program of I.L.A. conventions.

"I attended one meeting of the ILLINOIS STATE EMPLOYEES ASSOCIATION Board of Directors. A luncheon was held at The Mill. Legislative problems and general business was discussed. Plans are being made for the Annual Dinner on Saturday, March 19, 1949 at the Elks Club. I am Chairman of the Ticket Committee for this dinner."

Mrs. Mabel Wright has been transferred to the Freight Elevator of the of the Archives Building. Having an operator on that elevator is ironing out frictions caused by conflicts over the use of the elevator. Mrs. Dorothy Curtis succeeded Mrs. Wright as patron for the building.

The archivist's listing in "Who's Who in Chicago and Illinois" is being continued, Her name will also appear in "Who Knows What" also published by the Marquis Co.

Reference Questions. Occasionally it may be in interest to note some of the types of questions asked the archives. Recently, for example, Oregon has written about the use of the fumigator to combat mildew (I don't think it does) and Pennsylvania asked our opinion about a law the archives is sponsoring to enable county officers to substitute microfilm copies for originals (and didn't like my negative answer). The owner of about 1200 acres of land in Johnson county sought information concerning the shift in Cache river which left some of his land in another county and has involved him in a boundary dispute. He and his forebears paid taxes to Johnson county ever since taking up the land from the government. He wanted to know whether the boundary of the county (named as Cache river) changed the shift in the bed. We mentioned the shift in the Mississippi river at Kaskaskia as not affecting the Illinois-Missouri boundary. He knew about that but said that was inter-state not intra-state. We tried to find some early maps which was one thing he wanted. Then someone on the staff remembered that Mr. Bennett of the Waterways Division has been working on a similar case in which the State was interested. We made an appointment for this gentleman over there and he reported later that he felt at last that he had got to the right person. This is an example of our ability to act as a clearing house for information about where to go in the State House for help.

Respectfully submitted,

Archivist.

EXHIBIT
STATE GOVERNMENT IN ILLINOIS 1849

Documents concerning the following subjects were placed
in the exhibit cases of the Museum Room of the Archives Building.

West Case

Constitution of 1848

Signature page of the original Constitution
One copy of the printed Constitution

State Budget for 1849-51.

Organization of the Government in 1849

An Act to provide for ordinary and contingent expenses of
the Government of the regular session of the General Assembly.
Map showing Senatorial Appointment

1st case to left of entrance

SIGNIFICANT LEGISLATION

Acts to:

Incorporate towns and cities
Township organization
Establish common schools
Recognize Illinois negroes who served in Mexican War
To incorporate the Sons of Temperance

Joint Resolutions:

On the subject of postage
Transporting free persons of color to Liberia
Subject of Slavery

2nd case to left

LEGISLATIVE FIRSTS

Acts concerning Corporations

1st general "For Profit" corporation act

General corporation act. Construction of plank roads.

Old Age Pensions

Fund for relief of disabled firemen

To establish telegraphs

1st secret ballot law of Illinois

To incorporate St. Louis & Illinois Wire Suspension
Bridge Co.

1st Municipally owned waterworks. Peoria

Petitions and Bonds

Bonds of State Officers; Auditor of Public Accounts
State Treasurer

Public Printing

Public Binding

Delivery of Wood to State House

State Records

Secretary of State Letter Book

Governor's Letter Book

General Assembly Record of Laws

House and Senate Journals

Constitution of 1848

Large Case on North Wall

CENTENNIALS

Acts concerning:

Masonic Lodges

Chicago Gas Light and Coke Co.

Grand Lodge of Odd Fellows

Act in relation to Illinois State Hospital for the
Insane buildings and improvement. photo

Illinois State School for the Blind photo

Illinois Asylum for the education of the Deaf
and Dumb. photo

Towns of

Waterloo; Jacksonville charter amended;

Little Fort, now Waukegan; Rock Island; Canton

Photo of Capital Building, now Sangamon County Court
House

Report of Board of Auditors for work done on the
State House

Treasurer's Reports (3 volumes)

Executive Register 1849

Case to right of entrance

TRANSPORTATION 1849

Acts:

Plank Roads

New state roads laid out

New railroad companies chartered

Connecting railroads (St. Charles Branch R.R. Co.)

Chicago & Galena Union R.R. Co.

Private capital to complete railroad system
started in 1837

Rivers important for hydraulic power as well as
transportation.

Jurisdiction over Ohio river

Wabash river improvement

Illinois and Michigan Canal records.

ARCHIVES ACCESSIONS

January 1949

	<u>Drawers</u>	<u>Documents</u>
Secretary of State		
Corporation Dept.		
Annual Reports, For Profit Corporation 1946	15	
Index Department		
Deeds to State Property		510
Election Records, 1948	<u>5</u> 20	<u>510</u>

ARCHIVES REFERENCE
January 1949

Routine Departmental Calls

Secretary of State		
Corporation Dept.		
Annual reports	116	
Index cards	66	
Correspondence	2	
Executive Dept.		
Record of county officers	2	
Executive register	1	
Inter-State compact	1	
Land patents	2	
Pardon record	1	
Trade marks	7	
Bookkeeping Dept.		
Duplicate pay roll	1	
Index Dept.		
Deeds to State property	5	
Election records	36	
Communist Petition	2	
Enrolled laws	48	
Securities Dept.		
Closed cases	13	
General Assembly	1	
Division of Waterways		
Canal records	1	
Chipperfield report	1	296
Historical, Genealogical, etc.		
Genealogy		
1840 federal census	1	
1850 federal census	2	
Mortality census	1	4
Historical		
County history	2	
Blue Book	2	
Name index	15	
History of State Departments	3	
General Assembly	1	
Revised Statutes	1	
Election returns, 1853-73	2	26
Mail Inquiries		
Archival Technique	7	
Genealogy	13	
Historical	11	
Miscellaneous	6	
State Records Commission	2	

Grand Total

39
365

ARCHIVES CATALOG

January 1949

Catalog

Cards

Perrin Collection

27 series

2 cross references

69

2 history cards

Name Index

(Macoupin Co. federal census, 1850

950
1019

VAULT ADMISSIONS January 1949

Auditor of Public Accounts	6
Civil Service Commission	10
Illinois Commerce Commission	2
Illinois State Historical Library	1
Department of Insurance	2
Superintendent of Public Instructions	3
Department of Public Works & Buildings	1
Department of Registration & Education	41
Secretary of State	
Corporation	7
Court of Claims	1
Executive	17
Index	1
Safety Responsibility	27
Securities	1
Supreme Court	2
State Treasurer	<u>30</u>
	132

PHOTOGRAPHIC LABORATORY

January 1949

Photographs

656 8x10 prints
12 16x20 prints
16 11x14 prints
20 copies from newspapers 60 - 8x10

14 gal. Developer
18 " Hypo

Photostats

54 State Library
12 Corporation Recording

20 ets. Developer
9 " Hypo

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for February 1949

Accessions. For the first month since moving into the Archives Building we have had no accessions to report.

Departmental Vaults. Transfers were made by the Book-keeping Department of the Secretary of State's office, the Department of Registration and Education, the State Library and the Teachers' Retirement System.

The Commerce Commission has filled all its bays and needs more space.

The Automobile Department is installing an air conditioning unit on the 11th level. I look for this to further upset the building ventilating system unless that has been detached. In spite of my warning to the company making the installation that there should be no entrance into any departmental vaults, a watchman admitted workmen to Vault 12 North and they set some of the files belonging to the Executive Department of the Secretary of State's office out into the corridor. As these happened to be the confidential pardon files kept by the Secretary of State for the Department of Public Safety the department was perturbed. Apparently these records were left unguarded at least over the weekend. Complaint was lodged with the Superintendent of Capitol Buildings and Grounds by Miss Rogers, Assistant State Librarian.

Archives Building.

Apparently water backed up in the roof drain pipes and water leaked down at least as far as the eleventh floor on the night of February 15. Fortunately this was discovered before records were damaged. Temporary repairs were made and I have been told that extensive roof repairs are to be made as soon as the weather is propitious.

Renewed efforts are being made to secure obedience to the No Smoking regulations of the building, so far without marked success. Complaints have been made by other departments housing records in the building, and there have been flagrant violations in past months by the Automobile Department, the Photographic Laboratory Staff, and, it is said, by watchmen. We have been promised cooperation by the persons involved.

The Archives Conference Room was used twice for board and committee meetings of the State Employees' Association.

The short course on public relations sponsored by the Civil Service Commission and presented by Mr. Ogg, given to the State Library Staff, was held in the second floor lobby the week beginning February 14.

Staff Work

The Perrin Collection. I sprained my left wrist on February 3. This made it necessary to postpone finishing the cataloging of the bound records of the collection and typing of index cards for which I had already written preliminary note slips. Although some of the Cahokia records, notably the earliest court proceedings are indexed in the Cahokia volume published by Alvord, it seems desirable to add cards for the names in that volume to our Name Index and to include on the cards the biographical information used on other index cards for the collection. My, by now, greater familiarity with the Cahokia names permitted me to correct some errors in transcription. As my own work for the month, I wrote the preliminary slips for this index which will take between 2000 and 4000 cards. Doing this work proved worth while, because these court proceedings illuminate the other parallel unbound records, and the careful study required for indexing fixed facts on my mind that I had missed from merely reading the book.

Mrs. Reichler has written approximately 200 index slips, completing indexing through the year 1814. Some time ago she completed indexing of the simpler documents through the year 1813 and now is going back to the more difficult documents. She is renting a typewriter on which to practice and thinks, since she had a little typewriter instruction in college, that she will soon be able to type her own cards. If so, this will be a great help in our goal to finish cataloging and indexing all the Perrin Collection through the year 1813 by the end of the year. I hope to finish my own part of the work by the end of the summer, though it will take longer if I type to help finish Mrs. Reichler's slips. Miss Winterbauer has too much other work to help on this. Besides the typing should be done by some one who understands the records. We save typing time by making only one master card for all the names in a document. Then in typing the pertinent facts for the names involved. Otherwise we might have to write as high as fifteen separate slips, identical except for the name.

Through the courtesy of the Auditor of Public Accounts we have been able to borrow the first three volumes of the Kaskaskia land records (through the years 1814) for making a microfilm copy. This is being sent to Mr. Peterson via an interlibrary loan to the Virginia State Library. The information is somewhat less interesting than we had expected to find, being merely registrations of deeds. We had hoped it would be more like the U.S. State Papers: Lands - transcripts of testimony concerning residence in the district, with many biographical notes and occasional descriptions of buildings. According to old inventories, there were unbound records to accompany these volumes, but these seem to have disappeared.

Other Staff Work.

Miss Scheffler has completed the cataloging of about half of the field compass and level note books for the Illinois and Michigan canal. The relatively small number of catalog cards resulting is all out of proportion to the difficulties of the work of describing the records. Every volume brought new problems, the solution of which sometimes involved doing over a

number of volumes supposedly completed earlier. Mr. Squires of the engineering staff of the Waterways Division has been most helpful in explaining the significance of the various parts. He is interested especially in this particular series since much of the present day survey work involves the use of these records.

In passing we might explain that library cataloging rules are inadequate for the description of archival documents such as these. It would be perfectly possible to write out a most elaborate description of a volume, yet that description would mean nothing to the person using the catalog. For archival series you must show the significance of the document - its functional place in the set-up and its purpose. Without an understanding of how the document was supposed to be used a mere table of contents is often meaningless. With the significance brought out tersely, your description of contents can be curtailed.

Mr. Cassidy is distressed because between the reference work and his two and a half hours daily at the reference desk he is finding it difficult to do his research on county government. A recent reference request (by mail) for a roster of Cook county judges, could have been answered in an hour or two had he not had first to dig out the history of the courts involved. I have made two suggestions in the matter. First, that he should arrange his schedule in such a manner that it could be understood that, except in emergencies, he would not be called upon for reference work in the longer period of the day he is not at the Reference Desk; that he concentrate his mail reference work for doing while at the desk and during the short period be it morning or afternoon, between reference desk work - in other words, to organize his time better. The other suggestion is that he make first a master bibliography for county offices for the whole period, rather than stop for the detailed analysis of each act as he comes to it. For certain reasons which I do not care to go into here, it is impracticable to relieve him of time at the reference desk.

Mr. Bountree was loaned to another department of the State Library for the first two weeks of the month. He is still filing in the letter "B" of the Corporation Reports. Mrs. Robeson, Mrs. McFadden and others of the staff help by unfolding and stapling.

Mrs. Robeson has finished alphabetizing the Secretary of State's correspondence for 1912.

Mrs. McFadden and Mr. Cassidy report having written 875 and 600 index cards for the 1850 federal census for Macoupin county, which is still not complete.

All members of the staff reported on a variety of minor and more or less routine jobs which I am not detailing here. Signed monthly reports by all members of the staff are on file in my office if detailed accounts of the quantity of work is needed for any purpose.

Photographic Laboratory. Mr. Helm and I discussed the problem of scheduling work in the Photographic Laboratory. The Archives has often waited a month or more for work. (Right now I am waiting for a microfilm ordered by the Chicago Historical Society dated January 20). I am not inclined to blame the men in the laboratory too much for this present situation, for we know they all work hard and put in much overtime. Mr. Helm admits that a great deal of work done in the laboratory is not State work, but says, "When a department head tells me to take the pictures, whom am I to say I won't?" He says that an order was issued some time ago that all orders should clear through Maude McDonald, but that after a few weeks nobody was paying any attention to it. He says the department heads label everything "Confidential" as their excuse for not going through "channels." I believe the solution would be to have a requisition form printed in triplicate to be O.K'd by Miss McDonald, or more properly, you, specifying that pictures are to be taken, how many prints and of what size to be made, the purpose, and containing a statement to be signed by the person demanding the work, that this work is State work. One copy would go to the laboratory, one to the person making the requisition, one to the supervisor (the Assistant State Librarian or the archivist.) I realize this is a ticklish situation, but I do not for a moment believe that Mr. Barrett would countenance the continuation of abuses which permit one any day to find pictures of parties, weddings, babies, etc. washing in the trays, while legitimate and necessary work of the Archives Department has to wait. I quite recognize the priority of Blue Book pictures but not of personal work no matter who orders it. Please do not misunderstand me - I am not accusing the boys of doing outside work on State time with State materials. I think perhaps some work is so done, on time coming to them, but I think for their own sake they should be warned to be careful. What I am fussing about is the large quantity of obviously personal work brought to the laboratory by politicians whom the photographers are in no position to refuse. If this situation cannot be remedied, I wish to be relieved of what has been for a year or more, only nominal supervision over the Laboratory.

In Training Courses. The Archives Department joined the other divisions of the State Library in two interesting extension projects. The first was a demonstration of telephone practises, shall we say, etiquette. It was entertaining and I think the staff found it profitable.

The second was a series of five discussions led by Mr. Ogg of the Civil Service Commission on the subject of "Public Relations." I was unable to attend the second meeting as staff absences kept me in the Archives Reference Room all that morning. Almost all the staff expressed themselves as feeling the first two meetings were less satisfactory than the last three. My own opinion is that Mr. Ogg was unsure of himself the first day and personally I got very fidgety wondering when if ever he was coming to a point. Most seemed to enjoy the last three meetings where we had a chance to discuss

concrete problems. Even some of the archives staff who feel that our archives problems are different from those of the library, seemed to like these. Several reacted favorably to the rumor that Mr. Ogg might return to lead further discussions of more concrete problems. Personally I felt he should be criticized for using for illustrations ~~only~~ incidents that always showed the supervisor as in the wrong. With State employees that is rather bad for the morale. I think what we need is something that will remind both supervisor and employees under him that each has problems. I know I often misjudge staff members who haven't been completely frank with me, and I know they often resent certain things that I sometimes have orders to do which I dislike as much as they do. A good supervisor can walk the tight rope between siding too much with his superiors and too much with those under him, but most of us fall off too often. Perhaps we need more discussion of our problems as mutual problems. Another thing which I would like to see done would be a discussion of office etiquette. Lots of friction, lots of things which create bad impressions are due neither to boorishness nor stupidity but just ignorance of little niceties. For instance, the embarrassment which comes to one when a member of your staff waves someone in with a "do right in" and the visitor extends a hand grinning, "Don't you remember me?" It would be nicer to be able to know whether your guest were a Senator or an insurance salesman. That is perhaps one of the least important things, but along the line of what we want. The telephone movie was fine so far as it went.

Archival Techniques:

We have had several requests from other States and from Canada for budgetary information. Oregon asked advice on a disposal program for employment office records. We have had several letters from Tennessee about their proposed new State Library - Archives Building. Dr. Kuhlman of the Joint University Libraries at Nashville in a telephone conversation indicated that Mr. Brigham, Mr. Church and I were to be named as consultants for the new building but I have heard nothing further.

The State Library is contributing to the support of the new International Archives Council. The archivist also sent a personal subscription. No arrangement was made for dues during the preliminary stages of the organization of an International Archives Association, but American archivists have been asked to contribute to its support beyond the amount the Society of American Archivists felt it was able to subscribe.

Miscellaneous:

The portrait of Senator Barr commissioned by the Senate two years ago was stored in the Archives Building until hung recently. In accordance with his request, he returned the canvass covering to Mr. Tolpo, the artist, whose studio is in Italian Court, Chicago.

The archivist has been appointed to the Committee on Records Management of the Society of American Archivists.

Respectfully submitted,

ARCHIVES ACCESSIONS

February 1949

None

ARCHIVES REFERENCE

February 1949

Routine Departmental Calls

Secretary of State

Bookkeeping Dept.

Duplicate Pay Roll 20

Fee Books 2

Corporation Dept. 83

Annual Reports 1

Charger Record 37

Index Cards 2

Correspondence

Executive Dept.

Executive Register 5

Trade Marks 8

Index Dept.

Deeds to State Property 3

Elections 23

Enrolled Laws 29

Securities Dept. 7

General Assembly 28
248

Genealogical, Historical, etc.

In Person

Genealogy

State Census 3

Federal Census 1

History

Miscellaneous 7

Military record 1

Name index (phone calls) 6

Records Commission 1

History State Departments 2
22

By Mail

Archival Technique 8

Genealogy 20

Historical 8

Miscellaneous 8
44

Grand Total 314

ARCHIVES CATALOG

February 1949

Catalog

Illinois and Michigan Canal

Field compass and level notebooks

Series	1	
Volumes	39	
Cards		372
Cross references		<u>22</u>
		394

Name Index

Illinois and Michigan canal

31

Macoupin Co. Federal Census,
1850

1960
1991

VAULT ADMISSIONS February 1949

Department of Agriculture	1
Div. of Architecture & Engineering	1
Auditor of Public Accounts	14
Civil Service Commission	4
Illinois Commerce Commission	1
Dept. of Finance	1
Superintendent of Public Instructions	2
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	36
Secretary of State	1
Corporation	18
Executive	12
Safety Responsibility	3
Securities	
State Treasurer	14
Waterways	<u>1</u> 110

PHOTOGRAPHIC LABORATORY

February 1949

Photographs

872 8x10 prints
2 11x14 prints

18 gal. Developer
22 " Hypo

Photostats

482 Secretary of State
152 Corporation
14 State Library
648

40 qts. Developer
36 " Hypo

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
March 1949

Accessions. We received several volumes from the Corporation Department, but as these have not yet been accessioned, the statistical report will be given next month.

Records of the Trustee's Section of I.L.A. have been deposited.

The World War II records are now ready to come to the Archives Building. At the beginning of the War the Adjutant General requested us to provide space for these records which he anticipated would be bulky. The west and east departmental vaults on level 11 were tentatively assigned to him. These vaults have since been taken over by the Automobile Department for office use. In as much as both the Selective Service Board and the Service Recognition Commissions are going out of existence and have no appropriations for warehousing of the records, nor can the Adjutant General take care of them, and in view of our promise to accept the records, it is necessary for us to find space for them in the Archives vaults. I discussed the possibility of microfilming the records, and this has been done for office use, but the Adjutant General and all concerned feel strongly that, in the light of their experience with Civil War and World War I records, the originals should be preserved. There are 800 cabinets, which positively are coming with the records. These are the new Rock-a-way cabinets which are somewhat similar in appearance to the old fashioned sectional bookcases - that is, they are about 3 feet long and 14 inches wide and the files tip over on their sides instead of sliding out. Fortunately, they will fit into our bays, using a double row down the center. I estimate that they will occupy three and a half floors of vaults. Getting them into available space is going to require considerable shifting of present equipment and some records, a good bit of rewiring, and taking away some of Miss Bailey's space for Illinois documents. This last can be taken care of only if we substitute regular Art Metal shelving with free-standing ranges for some of the present steel shelving which has been installed in a manner wasteful of space. Fortunately we have enough free standing range units equipped with ends and bottom shelves. The details involved in these changes have not yet been worked out, but I hope to be able to make recommendations in a few days. This accession will use up all available space in the Archives except for enough to take care of a couple of year's records to be added to categories already coming over.

We also need more safe lockers to take care of deeds and other title records to State property.

We have continued to find Archives vault doors at elevator entrances left open. One day last week a whiskey bottle was found in the elevator lobby on the Archives side (but not in a vault). We presume someone from 11 has found this hideout. Mr. Roundtree has been instructed

to check every vault door to see that it is not only closed, but also locked before he leaves. Any doors found open in the morning must be charged to watchmen or janitors. None have been reported to me the last half of the month.

Departmental Vaults.

Several departments have run out of space and are needing room for expansion. The following departments have transferred records in the last month: State Treasurer, Registration and Education Department, Civil Service Commission and State Architect.

I am sorry to have to report that the Automobile Department clerks continue to smoke in the vault areas, public corridors and on the elevator. Mrs. Dedricks, the elevator operator requested one of them to put out his cigarette to which he replied, "They cannot take all our privileges away, and anyhow, Jim said it was all right to smoke here." I do not know whether the "Jim" referred to was Mr. Hardie, if so, I hope he was misquoted.

Some watchman admitted one of the men installing the air conditioning system on 11 to the Departmental Vault containing some of the most confidential records of the Executive Department, without my knowledge or that of the department involved, this vault was not only entered but several drawers of records were removed and left in a public corridor over the weekend. The Executive Department quite properly registered a complaint with the Archivist. Miss Rogers and I discussed the matter with Mr. Rossiter, Superintendent of Capitol Buildings and Grounds.

Staff Work

The 1584 Index cards for Parrin records added this month represent the major effort of the Archivist herself. I have also spent considerable time working on the rekeying of the Archives Building. Unfortunately Mr. Snyder and Mr. Sanders did it the hard way, going through the building alone to get their data, and then coming to me. The results were somewhat fantastic, because the names they gave the rooms did not correspond with what is on the building blue prints. I have drawn up new charts on which are marked keying on a copy of the plans. This will be helpful, I hope.

I have also spent some time working with Mr. Earl H. Reed, a Chicago architect, who has been commissioned by the State architect Mr. Hammond, to furnish the restored Vandalia State House. We have exchanged several letters and Mr. Reed has come to the Archives. In addition to the numerous notes on the old Capitol which we had already supplied to Mr. Hammond, I compiled data on all State records presumed to have been in existence at the time. Mr. Reed felt these should be perhaps reproduced in dummies, but I sold him on the idea of having one or

two facsimiles on tables in each office and the rest presumably kept in closed cupboards such as were used at the time. We are to photograph some covers, etc. and perhaps a binder can be found who can reproduce them.

Mr. Roundtree has filed in Corporation Reports to the letter "Ch". This is considerably behind schedule though not for want of application.

Miss Scheffler is continuing the cataloging of Illinois and Michigan canal field notes, compass and level notebooks, 1838-1930 as shown by her statistics. She has spent considerable time as "relief" at the reference desk during absence of Mr. Cassady and Mr. McFadden. While at the desk she has unfolded "not for Profit" Corporation reports. Miss Scheffler has also undertaken several reference searches involving the canal records. She was Chairman of the Attendance and Ticket Committee of the third annual dinner of the Illinois State Employee's Association. Over 600 attended, the maximum capacity of the hall where the dinner was held.

Mrs. McFadden reports having written 1525 index cards for the 1850 federal census for Macoupin County, and Mr. Cassady 375 cards for the same. In addition, Mr. Cassady has made most of the searches to answer mail inquiries. The Records reading machine was in public use two and a half days last month. The increasing use of this reading machine for use by patrons who come here and for searches on mail requests is cutting down on our productivity in indexing. A second reading machine is urgently needed.

Mr. Cassady reports progress on development of an outline of the structural legal history of courts in Illinois.

Mrs. Reichler reports having completed Perrin index slips for the year 1815 and is starting the year 1816. She has made about 350 slips, but these will all have to be typed.

Mrs. Robeson has alphabetized the first letter of Secretary of State's correspondence. She also unfolded and stapled all the "C's" of the Corporation Reports for 1946, and did the preliminary filing for about 5000 index cards for the name index.

Miss Winterbauer has little time these days for working on the typing of the History of State Departments, but she is now working in the long letter "P". There are less than three volumes (of the nine) left to type.

Photographic Laboratory

Requisition forms for use in scheduling and checking work in the Photographic Laboratory have been drafted,

approved, and will be put into use early in April. It is hoped that the requirement that the subjects to be listed and that the person making the requisition states the work is for departmental use will cut down on the amount of personal work which has been requested.

The archivist and several from the Photographic Laboratory attended a demonstration of Diebold microfilm equipment held recently at the Scott Dawson Co. here.

We sold a microfilm copy of the Herrin Mine Investigation of 1923 to Mr. Paul M. Angle, Librarian of the Chicago Historical Library.

Microfilm copies were made of the first three volumes and index to the Kaskaskia federal land records. The original records were loaned to us for the purpose of making the copies by the Auditor of Public Accounts. The film was loaned to the Virginia State Library for the use of Mr. Charles E. Peterson, who is doing some research on Cahokia.

State Library Survey.

Mr. Harold Brigham, State Librarian of Indiana, Dr. Charles Gosnell, State Librarian of New York and Mr. Forrest Spaulding, Librarian of the Des Moines Public Library, a commission appointed to survey the Illinois State Library, visited the Archives Department on March 29th. They interviewed the archivist and assistant archivist. I recommended that the Archives be continued as a part of the State Library, provided that the Archives could not be constitutionally divorced from the Secretary of State.

The staff was also requested to fill out the questionnaire on library working conditions and relations prepared by the U. S. Labor Statistics Bureau. Replies were not signed, were confidential and were mailed direct to Washington.

Building Notes

The Conference Room was used as follows:

- Mar. 17 by the State Employee's Association board
- Mar. 22 for the State Library Unit Heads staff meeting
- Mar. 28 by the State Library Survey Commission for interviews.
- Mar. 29 for the district librarians and the Survey Commission.

On several days by the archivist for special work.

On the day I took the Survey group through the building, I was embarrassed to find that my new master key would not work on half a dozen doors. I was puzzled as I had checked the cuttings against the old key, and it had worked wherever I had tried it previously. I called in Schlitt's who quickly discovered that there was an error in the grooving which was numbered "QH" instead of "QW" (or visa versa). They took back all six new keys (giving me a receipt therefor) and will replace them with the correct cuttings.

Staff Notes.

Mrs. McFadden's eighty-one year old mother broke her pelvic bone several weeks ago and seems to be losing strength. She is in St. John's Hospital. As Mrs. McFadden is not strong herself the strain is telling on her.

Mr. Cassady became the father of his fifth son, Thomas Allen, on March 28th. Mrs. Cassady was able to go home (via ambulance) on the 31st.

Mrs. Reichler's son had chickenpox and Mrs. Robeson's daughters the mumps.

Visitors

Harold Dorgan, one of the early employees of the Archives whom I had not seen for nearly 25 years called one day. Since leaving here he graduated from college and is now doing consumer research for the Firestone Tire and Rubber Co. He has recently moved back to Springfield from Chicago.

Mrs. Carnosky, wife of one of the professors in the Chicago Library School called while here attending a Legislative Women Voters' League meeting. Mrs. Ken Davee of Chicago, here on the same business, also called. Mrs. Davee was formerly Adeline Barry, secretary to the late Robert Binkley of Western Reserve University, who first suggested the application of microphotography to archives and who also fathered the Historical Records Survey.

Mr. Kenneth Blood, formerly of the Archives staff, was another caller. He has been with the U.S.O. fund campaign and may go back with it when and if revived. He also was with the Freedom Train while it was in Illinois, and wants to get with the Freedom Train if the appropriation for the continuation of the same passes.

Mrs. Elizabeth H. Lewis, head of the State Training School for Girls at Geneva and the head engineer of the institution, here on departmental business, came in to check on her grandfather Thomas Johnson Turner. Turner was in Congress with Lincoln, a speaker of the Illinois House and a member of the Constitutional Convention of 1870. Mrs. Lewis said her brother owns some Lincoln letters which the family is agreeable to have published by the Abraham Lincoln Association. After she left I called the Association and Miss Bonzia said she thought they already had copies but would check.

Mr. Puffer the new director of the Department of Registration and Education and Mr. Ruegg, Registrar, visited the Archives Building and seemed very alert to records and problems. They plan to do considerable weeding in their correspondence files, files which I had admitted reluctantly as temporary emergency housing at the insistence of the former director Mr. Thompson. So far as I remember Mr. Puffer is the first director who has visited his Departmental Vault in person. I was

impressed with him as seeming to be an unusually high type man.

Repair of Records.

From time to time I have mentioned the desirability of setting up a repair department in the Archives. Because we lack money to pay for a professional binder and because laminating equipment has been unobtainable for several years (perhaps it is on the market again now), I have not stressed this in my reports. Now that the Survey people are studying needs, I wish to raise this as a major need. All our leather volumes should be oiled and rewrapped in cellophane. Nothing has been done since we first moved into the Archives building. Many books urgently need repairs or rebinding of a character that cannot be done by ordinary commercial binders, neither should records be removed from the physical protection of the Archives Building. Many books which could now be saved with rebacking will if neglected much longer, have to be rebound and probably also laminated. Thousands of documents, notably the Ferrin Collection and the Alt-geld letters should be oiled or laminated soon or they will soon be beyond saving. We have done no repair work of any kind since Mr. Macdonald left eight or nine years ago.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

March 1949

None

ARCHIVES REFERENCE
March 1949

Routine Departmental Calls

Secretary of State

Corporation Dept.

Annual Reports

Charter Records

Index Cards

Correspondence

Executive Dept.

Trade Marks

Index Dept.

Election Records

Enrolled Laws

Constitution

Deeds to State Property

91

2

47

1

7

6

10

1

2

General Assembly

48

Illinois and Michigan Canal

3

Illinois War Council

1

219

Genealogical, Historical, etc.

In Person

Name Index

13

U.S. Census

3 16

General Assembly

5

Constitutional Debates

3

Black Hawk War

1

History State Departments

4

Miscellaneous

7

36

By Mail

Archives Technique

2

Genealogy

20

History

15

Miscellaneous

15

Grand Total

52
307

ARCHIVES CATALOG
March 1949

Catalog Cards

Illinois and Michigan Canal

15 volumes analyzed

206 cards

Name Index

Illinois and Michigan canal

12 cards

Ferrin Collection

1564 *

Mascoutin County Federal Census,

1850

Estimated

1900 *

Total Name Index Cards

3476 cards

VANLT ADMISSIONS FOR March 1949

Div. Arch. & Engineering	3
Auditor of Public Accounts	13
Civil Service Commission	4
Dept. Finance	1
Dept. Insurance	1
Supt. of Public Instruction	1
Dept. Public Works & Buildings	1
Dept. Registration & Education	43
Sec. of State	
Corp.	1
Court of Claims	1
Executive	25
Safety Responsibility	11
State Treasurer	37
Div. of Waterways	3
	<u>143</u>

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
April 1949

Archives Accessions.

Mrs. Errett of the Trustees Section of Illinois Library Association deposited three folders of records, in pursuance of the offer of the Illinois State Library to become the repository for the archives of that Association.

The Corporation Department deposited four index volumes.

The Index Department deposited real estate title papers for the Kankakee River State Park.

Departmental Vaults

The three bays used by the Drivers' Responsibility Division of the Automobile Department were relinquished and Bays 1 and 2 on Level 12 East assigned to them. Cigarette butts in the old location indicate a total disregard of the pledge given when the vault was assigned, to obey Building regulations. I am skeptical of present promises also to observe the No Smoking rule. At least, they are out of the vault which contains some of the most important records of the Secretary's office, such as the Pardon records on which a convict's very life sometimes depends; also records of the Court of Claims, of the Private Office, etc.

We are getting lip service only to the No Smoking rule. Mr. Donne claims it is Mr. Hardie's people who smoke and Mr. Hardie claims it is Mr. Donne's people. Anyhow, the other day I got on the elevator with Senator Rennick (Republican, from Buda), and there was a fellow coming from Level 11 puffing away on a nearly burned d down cigarette. He quickly put his hand behind him and snuffed it out. I said nothing, but I could tell from the expression on the Senator's face that he had not missed it. Senator Rennick has been coming to the Archives ever since it was started, and I would not put it past him to remember about the incident at some inconvenient time.

Staff Notes

Mr. John G. O'Brien, a stenographer, was added to the staff on April 5. With two typists on the job, one of whom is really a stenographer, we ought to be able to begin catching up on arrears of typing. For instance, I hope May will see the completion of the typing of the History of State Departments, copy for which was finished by me almost three years ago. Next, we shall tackle the thousands of index slips prepared by Mrs. Reichler; then the volumes of pencilled transcripts of county commissioners' proceedings made for us by the Historical Records Survey.

Mr. Cassady took one week of his vacation April 8-15.

Mr. Eldridge has taken Mr. White's place as relief watchman.

Staff Work

We are continuing our emphasis upon the Perrin Collection, and the Canal records as those of which are now in great demand. Descendants of the Cahokia pioneers are beginning to write in for information, and of course we are working with the 250th anniversary committee. To my great disappointment I have not found time to type off the cards for the court records published by Alvord, but we have his index (which is most incomplete) and slips through which we can look to find names.

Cahokia Exhibit

Two ^{weeks} (one in May but I am reporting it here) were spent preparing an exhibit for the Cahokia anniversary committee. Mrs. Matlack, president, and Dr. Carlson, chairman of exhibits, spent an afternoon with me looking over and discussing records. The Photographic Laboratory had made sample enlargements of photographs of a document, and I suggested that a few of these would make a more striking display than typing to show many documents. Mr. Matlack, said she wanted a lot of reproductions and would rather have many photostats than a few photographs. She argued that it was important to indicate the richness of the Perrin Collection, also that the photostats could be used later in the St. Clair County Schools. 51 documents were copied, with 105 photostats. All were accompanied by a translation (some being typed, some being photostats of typed copies, - time precluding the copying of all on the typewriter), and for each a label was prepared. We were able to borrow Mr. Millhouse's speech typewriter for the subject headings for the 5 x 8 labels, but found it impossible to use that large type for the body of the text. A general label was made, worded carefully;

Life in Old Cahokia

The priceless original Cahokia records of which these documents are photostatic copies have been removed for safekeeping to a vault in the fire proof and air-conditioned Archives Building at Springfield, at the request of the Saint Clair County Board of Supervisors.

This exhibit has been prepared by the Illinois State Library, Archives Department.

These photostats are to be exhibited in the "Old Court House." The enlargements, Dr. Carlson decided, should be placed in St. Louis store windows to advertise the celebration. I therefore have made a somewhat different selection of documents than I had planned, selecting about ten documents which would, I hope, appeal to St. Louis residents. The negatives have been made but the working of making the enlargements, will not start until May 9th. This part of the exhibit should be ready to ship by about the 11th.

Rearrangement of Archives Vaults

Another time consuming project was to plan for the accession of the records of the Service Recognition Board. There will be between 800 and 900 filing cabinets, which, fortunately for us, the Board is furnishing. This means that we must clear three and a half floors of archives vaults. (The two vaults previously assigned to them, which would have been adequate now being occupied by the Automobile Department.) Miss Bailey has been using all of Levels 1, 8 and 9 and part of Level 10 for the Illinois documents. We find that Levels 1 and 8 will be sufficient for her volumes if the aisles are filled with free standing units, and we find we have about enough units (but not shelves) to complete that installation. Level 10 she has been using for work space for handling the federal maps. Her new assistant has been spending all his time on checking these maps and will soon have the space cleared so far as they are concerned.

Level 12 is completely equipped but has no records (the records for which the space was planned not yet having been received). Level 11 is well filled with records and we decided to leave them. The levels having the fewest records are levels 10, 9 and 7 so we have planned where to take those records. Empty equipment which must be removed to make room for the Service Recognition Board records has been spotted about on various levels. About 1000 to 1200 12 inch shelves will have to be purchased. Disassembling and re-erection of equipment calls for metal workers union labor. Bids for this work should be taken immediately because extra funds will have to be sought for the budget. The Art Metal Construction Company has been asked to submit bids for the shelves.

The Service Recognition Board is anxious to start moving in very soon and it is hoped they can be accommodated. They have been told that our fumigator can take not more than 12 cabinets at a time and that we will under no circumstances accept shipments larger than that. Mr. Rossiter has offered to furnish two laborers for the actual moving and the Board, two.

Staff Work

Mr. Cassady reports having spent most of his time on reference work. The largest item was the compilation of election returns for the years 1904-1924, made for the Index Department. He also indexed about 500 names in the federal census of 1850 for Macoupin County. He reports there are about 2400 more names in this county.

Mrs. McFadden reports making 686 index cards. Both complain that the reading machine is tied up so much with searches by readers and for mail inquiries that it is impossible to get many cards made. Both strongly urge, and I join their recommendation, that a second reading machine be provided for the archives.

The annual influx of schools and other visitors will from now on slow down the production of both Mr. Cassady and Mrs. McFadden for the summer. All our watchmen are new and inexperienced in hand-

ling crowds. I still wish we could have one guide, at least for the summer months.

Mrs. Robeson reports alphabetizing the 1914 Secretary of State's correspondence. That is the latest year which is unfiled. She will now backtrack over what she has done and file to the 3rd letter. We do not feel that calls for this correspondence require much closer filing, for the present, at least. Mrs. Robeson is also doing preliminary filing of name index cards and unfolding and stapling corporation reports for 1946.

Mr. Roundtree has finished filing through the letter "D" in the Corporation reports. His filing this year is being slowed down by the unusually large number of corporations which, now having made ten reports, require new individual folders. He made 212 such folders for the letter "C" and 94 for the letter "D". The reason for this is that so many new firms starting up after the depression, about the same time reached the separate folder status. He has also been called upon for extra miscellaneous duties such as reference desk relief, lettering etc.

Miss Scheffler has finished the analyzing and typing of cards for the first unit of Illinois and Michigan canal, Volumes A1 to 74, Field books. She has done considerable work on behalf of the membership committee of the Society of American Archivists and to the newly organized section for Catalogers in Illinois Library Association. Because of Mr. Cassady's vacation and Mrs. McFadden's illness, Miss Scheffler has spent considerable time at the Reference Desk during the month. She does most of the reference work involving canal records, and while at the desk has done search on mail inquiries and unfolded and stapled Corporation reports. A new typewriter has been assigned to her desk.

Mrs. Reichler translated two French marriage contracts, completed the indexing of 1816 Perrin manuscripts and has started those for the year of 1817. We have found a few marriage contracts which appears to have been skipped by the translators and she will work on them next month, so she is not too adept at 18th century and legal French.

Staff absenteeism continues high, excluding vacations, amounting to 10½ days during the month of April.

Visitors

Dr. A. F. Kuhlman, librarian of the Joint University Libraries, Nashville, Tennessee, spent April 7th with us. He is consultant for the new Tennessee State Library.

Mr. John Kephart, a graduate student at the University of Illinois, who is assistant librarian elect at Wheaton College, spent a day here. He is to build up the college archives section. He is now working for his master's in political science and history, but he has also had one or two years in the Library school. He

plans to take his doctor's either in the American History or at the Graduate Library School at Chicago. He is a personable young man, a veteran, and impressed me favorably as some one we might sometime want to bring to the archives. I sounded him out on the general subject of perhaps branching out into the archival field somewhere, but he said library work, and college library work at that, is what he wants.

Mrs. Sarah Bond Hanley, formerly a member of the House of Representatives, now living in Springfield, spent several hours at the Archives looking at our treasures. She is in her eighties, but alert mentally and a most charming person and very appreciative of the little attention we were able to give her.

The Archives was closed Good Friday (a legal holiday) and the next day (Easter eve).

The Photographic Laboratory

A new system of requisition for photographic work was put into use on April 1st. The object was two fold - to keep a more accurate record of the types of work we do, also to cut down on the amount of personal work which the men in the Laboratory were being called upon to do.

Respectfully submitted,

Archivist.

ARCHIVES ACCESSIONS

April 1949

	Documents	Volumes
Secretary of State		
Index Dept.		
Deeds to State Property	5	
(1 case)		4
Corporation Dept.		
Illinois Library Association		
Trustees Section (3 folders)		
Estimated.	75	
	<hr/> 80	<hr/> 4

ARCHIVES REFERENCE

April 1949

Routine Departmental Calls:

Secretary of State	
Corporation Dep't.	
Annual Reports	129
Index Cards	26
Correspondence	2
Executive Dep't.	
Executive Register	3
Inter-State Compact	1
Trade Marks	8
Index Dep't.	
Deeds to State Property	2
Election Records	3
Enrolled Laws	16
Securities Dep't.	
Closed Cases	5
General Assembly Records	25
Dep't. of Public Works & Buildings:	
Waterways Division.	
Illinois and Michigan Canal	21
Insurance Department	
Annual Reports	10

281

Genealogy, History, Archival Technique, Etc.

In Person

Genealogy

Federal Census	
1850 Microfilm-No. Counties	12
Mortality Census	1
Agriculture Census	2
State Census 1850	1
Index Cards*	19

A 3

History

Miscellaneous	6
Executive Board	2
Archives Technique	2
History State Departments	3

By Mail

Archival Technique	4
Genealogy	22
Historical	4
Miscellaneous	7

85

Grand Total

366

*Includes telephone calls only.

ARCHIVES CATALOG
April 1949

Catalog		<u>Total</u>
I & M Canal Field Books	553.....	553
 Name Index		
Perrin Collection	532	
I & M Canal	22	
Macoupin County, 1850	<u>1186.....</u>	1740

5

VAULT ADMISSIONS April 1949

Div. of Architecture & Engineering	1
Auditor of Public Accounts	14
Civil Service Commission	5
Illinois Commerce Commission	1
Department of Insurance	2
Liquor Control Commission	1
Superintendent of Public Instruction	3
Dept. of Public Works & Bldgs. (Div. of Parks)	1
Secretary of State	
Index Dept.	1
Executive Dept.	18
Safety Responsibility	18
Securities Dept.	1
Department of Registration & Education	40
State Treasurer	16
	122

PHOTOGRAPHIC LABORATORY
April 1949

Photographs	No. Copies	Size
For Archives Department		
Cahokia documents	4	5 x 7
	4	16 x 20
For State Library		
Visitors to Library Apr. 28	21	8 x 10
Portrait of Miss Rogers	4	4 x 6
Showing Crowded Conditions	80	8 x 10
Display Cases	10	8 x 10
Survey members and Library Board Members	66	8 x 10
Miss Norton and 2 Cahokia	35	8 x 10
For Members of General Assembly		
(O.K. by Rogers or Vichars)		
School group with Rep. Monroe	100	8 x 10
Quincy High School, Reps. Donohoe and Gibbs	8	8 x 10
Chicago School, 5th District	24	8 x 10
Chicago School, Reps. Shyler and Meoduski	56	8 x 10
Chicago Group, Reps. Meoduski Reps. Shyler, Davis, Smith and Jenkins for Ebony Magazine	16	8 x 10
School Children from Peoria, Senator Trager	25	8 x 10
For Blue Book		
Photographs of Senators	160	8 x 10
For Automobile Department		
Auto Plates	12	5 x 7
	16	4 x 6
	16	8 x 10
	20	4 x 6
	16	5 x 7
	533	8 x 10
	4	16 x 20
Photostating	No. Copies	
For Archives	Negative	Positives
Cahokia Documents	111	
For General Division	21	2
For Art Dept., State Library	8	
For Index Department	3	3
For Corporation Department		
Recording	60	
For Bookkeeping Department	8	
	211	5

ARCHIVES DEPARTMENT
ILLINOIS STATE LIBRARY
Report for May, 1949.

Accessions. There were no accessions during May.

Departmental Vaults. The Teacher's Retirement System transferred three boxes of records to their vault.

Archives Legislation. Several Bills have been introduced which relates to records:

Senate Bill No. 573. provides for the destruction, after micro-filming, of the Soldiers' bonus records of World War I and World War II. The records for World War I are in the Archives and we accepted them on condition, as is customary, that the records passed to our absolute custody, so the Adjutant General does not appear to have jurisdiction. This raises the question as to whether we are sufficiently protected by existing laws against future interference by the departments of origin with records deposited in the Archives. So far as I know, there has never been a court case in this country involving this point. Presumably the Adjutant General will not oppose our retention of these records. Personally I think they should be preserved since they contain signatures and considerable biographical information concerning World War I soldiers. The fact that the Soldiers' Compensation Board is seeking permission to destroy similar records for World War II confirms my suspicion that they are merely seeking temporary free storage for those records for the period during which questions involving forgeries and the propriety of payments will be in question. I wrote to Mr. Huston of the Service Recognition Board, sending a copy to the Adjutant General, stating that if the records named in the bill are those proposed for transfer to the Archives, we will not take them. There is not the same uniqueness to these records as to those of World War II because the information in these records is duplicated elsewhere - certificates of discharge, for instance, being recorded in the counties. Of course, theoretically the records of World War I will be safe on microfilm, but practically, there is a tendency, observed in the Federal Government, for persons to "house clean" and dispose of microfilm, which does not look as impressive as records. In other words, I would say we need not do much moving in preparation for this proposed accession. I do recommend that the new shelves be provided for Miss Bailey and that the free-standing ranges be moved to levels 1 and 8 so that her books can be kept more compactly and conveniently for her. Senate Bill No. 573 had passed the Senate and was in House Committee on May 27.

Identical Bills House No. 942 and Senate 550 authorize the Auditor of Public Accounts to destroy any records more than ten years old. From an archival point of view such a blank check permitting destruction of records without naming the categories is extremely dangerous. I discussed this bill with Mr. Vicars and at his request gave him a memorandum setting forth my views. He promised to discuss this with Auditor Cooper, but owing to the fact that the Secretary's budget was at a critical state at the same time this bill was up, he failed to see Mr. Cooper. I should have appeared at the committee hearing to ask for amendment, but since this involved interdepartmental diplomacy, my hands were tied. S.B. 550 has passed the Senate and was in House Committee the last I was able to find out about it, but it is probably too late to

do anything now anyhow. About the best we can do will be to send the Auditor a list of records we are willing to keep. He will probably reply that it is not his intention to destroy those records; but someday some new clerk will dump them, saying their destruction has been authorized, and the deed will have been done before we know anything about it. Mr. Vicars told me to take this matter up with Mr. Willis, Chief Clerk. Mr. Willis referred me to Mr. Daugherty who is in charge of Auditor's bills, but I never was able to contact him. I therefore sent a copy of my memorandum on the bill to the Auditor, so we are on record as opposing certain features of the bill while it was still before the General Assembly. In my covering letter to Mr. Cooper, I requested an interview with Mr. Daugherty or some other representative of the department, but have received no reply.

S.B.604 permits the Department of Public Welfare to dispose of records approved by the State Records Commission.

H.B.92 amends Section 133 of the Insurance Code to permit domestic insurance companies to destroy records after microfilming them. This bill has passed and has been approved.

H.B.80 amends Section 2 of the Jury Commissioners. Act to permit destruction of records, at the discretion of the Commission, after 20 years. This bill has also been approved. I can see no objection to either H.B.92 or H.B.80.

H.B.575 amends Sect. 27a of the Pauper Act. It provides that records of the overseers of the poor relating to pauper aid may be destroyed or otherwise disposed of by the overseers of the poor at any time subsequent to the expiration of five years after the matters to which they relate have been concluded; provided that the foregoing provision shall not be applicable to records relating to the receipt of pauper funds, nor to checks, warrants or vouchers, showing payments from pauper funds. Records required by the Illinois Public Aid Commission shall not be destroyed or disposed of without approval of the commission. This was amended on second reading in the House. It had not been passed up to May 27.

I have been told that there is an amendment to the county recorder's act to compel courts to accept microfilmed copies of records where the original has been destroyed by fire or otherwise, but I am unable to locate the bill in the digest.

Staff Work. The most important work which I did during the month was to complete and send off the exhibit material for the Cahokia 250th anniversary celebration held the two weeks beginning May 14. We sent photostatic copies of 51 Cahokia documents, each accompanied by a translation and a story label, also 11 enlargements with labels. I have also continued with the indexing of Cahokia documents. Miss Helene H. Rogers, Assistant State Librarian, and I represented the State Library at the Illinois State Historical Society's spring historical tour May 20 and 21. This included conducted visits to Cahokia Mounds State Park, Fort Char- tres State Park and Kaskaskia State Park. A dinner (at which we were introduced) was held in East St. Louis on Friday night, followed by the pageant at Cahokia. On Sunday, Miss Rogers and I visited the old French town of Ste. Genevieve, Missouri.

Mr. B. W. Smith, County recorder for Fulton County, who is president of the County Recorders and Circuit Clerks Association visited me the last of the month to discuss microfilming of county records. He is just completing the microfilming of the land, chancery and real estate mortgage records, soldiers' discharges and common law records prior to 1900. The common law records contain naturalization records prior to the time that function was taken over by the federal government. In addition Mr. Smith has purchased a new Recordak attachment for his photostat machine which will microfilm records simultaneously while photostating them for purposes of record. These microfilms are made solely as insurance against loss of originals, and are to be deposited in the State Archives. We started discussions of such insurance microfilming projects prior to the war. Mr. Smith says the recent county official convention devoted an entire session to a discussion of this. Sangamon, Peoria, Whiteside, Rock Island, Champaign and Fulton County recorders are already microfilming their records or are about to start. Mr. Smith wants us to send a circular letter to all county recorders endorsing the project offering to house their film at the Archives, and explaining that these films will be neither used nor reproduced without permission. A draft for such a letter will be submitted to you for approval shortly. Fulton County will have about 100 films, which is probably average, and this will not put a burden on our film vault.

The Illinois Security Hospital also wished to deposit some of its microfilm records, according to Mr. Reed Lashlie, chief clerk.

Mr. Cassady's report is reproduced below, not only to tell what he has been doing, but also to show what he is thinking about in relation to the Archives. Mr. Cassady is finding, as did Mr. Weatherbee, that the assistant archivist does not have time for research projects, which means that the phase of the work will probably have to continue as the principal function of the archivist.

Mr. Cassady's report is as follows:

Gold routine statistics seldom reflect the work of an administrative unit, much being left to the understanding of the administrator. However, statistics do show results and therefore are necessary. It might be interesting to analyze a group of monthly statistics for the record.

During the month of May, I have serviced 12 letters from individuals asking for information. Most of these letters are straight requests for information contained in the census records, however, each one varies. The following is the list for the month of May.

Madison Co.	1850	Federal census (twice)	once for	Delaplain
	1840	" "	" "	H.A.Somers
Madison Co.	1870	Agricultural (twice)	once for	Delaplain
	1860	" "	" "	H.A.Somers
Hancock Co.	1850	Federal census (twice)	once for	Kirknealy
McDonough	1850	Federal census (twice)	once for	Botts
		" "	" "	-----

Also checked civil war record
and Mexican War Records.

Knox Co.	1850 Federal census	Botts
Adams	1850 " "	Herget
Cook	1865 State Census	Volker
Jo Davies	1850 Federal census	Punnell
Morgan	1850 " "	German-Nativity

Madison county 1850 Federal census has 884 pages with 42 names to the page. The penmanship is fair so one can scan at least two pages per minute and the project can be completed in just over seven hours if you do not have to un-cross your eyes from refocusing. Some counties are smaller, some counties are indexed but some counties have to be read entirely by the use of a magnum! This means scrutinizing the individual name. Some counties such as Sangamon, St. Clair and Schuyler take several days to read. But I expect that the average would make a county search a good day's work. In all cases the name index is consulted.

The letter requesting those of German nativity in Morgan county 1850 took two days - each name was transcribed as located.

As fill in work if there is no letter to be serviced cards are transcribed for the name index file from the 1850 federal census. Again conditions control out-put. I would say that the average county can be transcribed at the rate of forty to fifty names per hour. You must consider that this work is impeded by hundreds of requests for keys, laws, reports etc. This month I transcribed 1076 cards.

Some time (not much) remains to help the former member of the youthful offenders commission look up its legal history - not by statutes, in the session laws. The index department wants to know if the democrats carried Will or Winnebago counties from 1908 - 1924. A representative of the Chicago Sanitary district wants all available information on the laws granting permission to construct bridges across the Illinois Michigan Canal. The detail of locating points of progress in senate and house journal and committee reports. Three different requests for back ground information on the adoption statutes. These are but a few examples of many requests, and other responsibilities such as handling visiting groups is time taking - while I was on duty during the month of May there were over 20 groups not mentioning interested tourists, to whom you must be courteous.

I have three projects in addition to the above mentioned. I am taking and organizing notes on the history of County Officers. I am taking notes on the legal history of Illinois judicial history as a reference aid. I am acquainting myself with reference knowledge of documents and series in our custody. I am also continuing to work on my own time preparing for civil service examination that I am looking forward to. Progress seems slow, conditions are not too well suited for research work but I am progressing, some months are better than others.

Mrs. Robeson was away on vacation the week beginning May 16 and Mr. O'Brien the week beginning May 30. Miss Winterbauer was out the week May 13th to May 20 on account of an emergency operation on her father. Her mother has a broken arm, and all of this threw the responsibility for

farm chores on Miss Winterbauer.

Miss Scheffler is continuing cataloging of Illinois and Michigan canal records. Owing to the temporary shortage of catalog cards, she has not typed many cards, but has made work slips for 34 of the 41 volumes of the construction; Field notes, Series B - Estimate notebooks. This cataloging, really analytical work, is being done in unusual detail because of the constant use of the records by the Waterways Division. Many of the maps and plates which should accompany the field notes have been retained in the Lockport office, much to the disgust and inconvenience of the Springfield engineers. The latter tell us the reason for these records staying at Lockport is an interdepartmental jealousy. They are trying to get the rest of the records for us. Miss Scheffler has also had considerable relief desk work.

Mr. Rountree has finished filing through the letter "G" in corporation reports. He has also performed other routine duties.

Mrs. Reichgler has translated a couple of Cahokia marriage records which had been skinned for some reason. She has difficulty with eighteenth century French, never having had previous experience with historical manuscripts. She is almost finished writing index slips for the 1817 Perrin records.

Mrs. Robeson has finished filing all previously unfiled Secretary of State's correspondence (1909-15) to the first letter, and is now going back to file it to the third letter. We do not think it will have to be filed to a finer point than that, except for certain words like "Illinois", "United States," etc. She has finished the letter "A" and is part way through the letter "B" in 1910. She also unfolded and stapled all the letters "F" and "G" of Corporation reports, and has done other miscellaneous filing jobs.

Mr. Cassady and Mrs. McFadden have finished indexing Macoupin county federal census for 1850 and have started Bureau County. Macoupin was done out of alphabetical sequence because it was lengthy and we have had many calls for it.

Photographic Laboratory. We have now finished the second month of filing requisition forms for the Photography Laboratory. While these have not cut down on having to make too many pictures of school groups for members of the General Assembly, and even these I suppose are justifiable from the publicity angle if not done to excess (as 100 copies to one Senator in April), it will permit us to show in more detail the types of work done. Baby and wedding pictures are eliminated from these reports and I have not seen any recently in the Laboratory. Mr. Helm says the forms are definitely making people think twice before asking for personal work.

It is still difficult to get microphotography done in the laboratory. One order has been pending since December and one since early April. First the camera would not work, then they couldn't get into the laboratory, then they spoiled copy in developing, etc. The trouble seems to be that the darkroom is too small for all the kinds of work they are trying to do in it. When they develop microfilm they cannot be doing anything else at the same time, and the prints they are making are always crowding out the microphotography. The situation is embarrassing for when

microfilming work is needed we should be able to get it out in a reasonable time. All three of the boys are working hard, and I am not accusing them of willful negligence. The darkroom is the bottleneck. I recommend, as the cheapest solution, the purchase of a Diebold automatic microfilm developer. This costs about \$1800 including Federal tax - certainly cheaper than a new dark room. I do not think this developer requires plumbing connections. If so, it could be easily taken care of from present plumbing lines.

Building Notes. A special air conditioning unit for the 11th floor, Departmental Vaults, occupied by the Operators' License Bureau, was turned on May 7.

Conference Room. The State Nutrition Committee used the room one day. State Library Unit Heads Conferences are held there twice a month. I am using the room as a private office occasionally when I find it necessary to concentrate. My so-called private office has no privacy since it is a corridor in constant use by the staff, and I am subjected to almost constant and usually unnecessary interruptions.

Visitors. Two schools were escorted through building by previous appointment - the State Normal University High School Senior Class and the 8th grade of the Libertyville schools. The latter come every year. One would think they were too young to get much out of the Archives, but they are always very attentive, courteous and ask intelligent questions. Of course hordes come without appointment and get as much attention as it is possible to give them. We have placed photographs of restricted sections of the building in the Pope room, which helps some.

Wilbur Rhodes, formerly a janitor in this building called one day on his return from several years in Japan. He reenlisted after the war. When he was drafted from here he was just a likeable carefree young high school graduate - always "clowning." The army has certainly "made" him. He now has pose and polish, and must have had educational opportunities since he learned Japanese and has been acting as interpreter at his unit headquarters for the past three years.

Respectfully submitted,

Archivist.

ARCHIVES ACCESSIONS

May 1949

None

ARCHIVES REFERENCE

May 1949

Routine Departmental Calls

Secretary of State	
Accounting Dept.	
Fee Book (Auto)	1
Bookkeeping Dept.	
Duplicate Pay Roll	2
Corporation Dept.	
Annual Reports	137
Index Cards	36
Correspondence	3
Court of Claims	1
Executive Dept.	
Notary Petitions	2
Trade Marks	10
Index Dept.	
Deeds to State Property	1
Elections	9
Communist Petition	1
Enrolled Laws	25
Securities Dept.	9
General Assembly	38
Waterways Division.	2
	<hr/>

277

Historical, Genealogical, etc.

In Person	
Genealogy	5
Historical	
General Assembly	7
Internal Improvements	4
Miscellaneous	9
Name Index (Telephone Only)	7
History State Departments	2
State Records Commission	2
	<hr/>

36

Mail Inquiries	
Archival technique	6
Genealogy	10
History	12
Miscellaneous	4
	<hr/>

32

Grand Total

 345

VAULT ADMISSIONS

May 1949

Auditor of Public Accounts	25
Civil Service Commission	6
Illinois Commerce Commission	3
Department of Insurance	3
Superintendent of Public Instruction	2
Division of Public Works & Buildings (Division of Waterways)	3
Secretary of State	
Bookkeeping Department	22
Index Department	2
Executive Department	19
Securities Department	1
Department of Registration & Education	46
State Treasurer	13
	<hr/>
	145

ARCHIVES CATALOG

May 1949

Catalog

Illinois and Michigan Canal

48

48

Name Index

Illinois and Michigan Canal
Macoupin County, Federal Census,
1850*
1864 written in May 1949
Cahokia records

20
17,377 } 1812
718

18,112

*Total for county. Superceeds all earlier statistics for this county, 1948-49.

PHOTOGRAPHIC LABORATORY

May 1949

Photographs	<u>No. Copies</u>	<u>Size</u>
Secretary of State		
For Mr. Barrett	165	8 x 10
Senators and Representatives		
School Children	319	8 x 10
Quincy Scout Masters	12	8 x 10
Senate Dinner at Leland, May 17	52	8 x 10
State Library		
Crowded conditions collect Dept. (2 Negatives)	30	8 x 10
Painting for Rep. Brands	10	8 x 10
Graphs (3 Negatives)	265	8 x 10
State Library Archives		
Oahokia records - 12 negatives	12	16 x 20
"	24	8 x 10
Index Department		
House Resolutions 53 & 58 (3 Negatives)	13	8 x 10
Senate Resolutions (3 Negatives)	6	8 x 10
Auditor of Public Accounts		
Photographs of Lincoln and Douglas for engraver, for use on State warrants	2	8 x 10
	<hr/> 698	<hr/> 8 x 10
	12	16 x 20

4 sets not signed for, number of
copies not listed.

PHOTOGRAPHIC LABORATORY

May 1949

Photostats

Negative

Positive

Corporation Dept.
Recording
Archives Dept.
For Senator Rennie-
Road report 1833
Oahokia Records
Waterways Division
Canal Field Book

66

10

16

6

97

PHOTOGRAPHIC LABORATORY

**Supplementary Report For
May 1949**

Photographs (School Groups)

**Rep. Kennedy
Rep. Redcliffe
Rep. Roberts**

9 x 10 Prints

6

6

20

12

38

Photostats

Corporation Recording

6

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

Report for June 1949

Accessions. The Legislative Council sent over several copies of the report of the Illinois Highway Survey Committee, 1939

The Index Department transferred title records and deeds relating to the Dixon Springs State Park and the Lincoln Trail State Memorial, Lawrence Co.

Mr. Aiken, statistician for the Waterways Commission informed me that a change in personnel at the Lockport office will make it possible to transfer the remainder of the canal records to the State Archives. The records will be brought first to the Division's own vaults in Springfield where an inventory will be compiled similar to the one given us when the earlier transfer was made.

The Auditor of Public Accounts had a bill before the General Assembly (I presume it passed though I have not had time to check) which would permit the destruction of original warrants over ten years old. I had several interviews with Mr. Neighbors and Mr. Reitzler of the Auditor's office on the subject of transfers to and from their departmental vault. I also wrote a letter to the Auditor authorizing the transfer of warrants to his vault despite the regulation against use of such vaults for records subject to later destruction. The value of the warrants during the ten year retention period certainly justifies housing the records in the Archives Building. Specifically I issued a special permit to pile the records in special boxes (not cartons) on the floor in Bays 2 and 3, Vault 12 West, pending release of the specially built filing cabinets by the destruction of earlier microfilmed copies. The microfilming job is apparently to be thorough for they have a special crew of girls assigned to checking all files and to locating, if possible, missing numbers. In my letter of authorization for the transfer of records I stated specifically that we would definitely want to take the warrants at least up to the year 1870, also any vouchers, schedules, etc. appertinent thereto. A verbal suggestion that there were other records, specifically the old State House Records, which could appropriately be deposited in the Archives, resulted in a message from the chief clerk Mr. Willis that of course we could have them. Some are now in the Departmental Vault, some still in the Capitol. I am under the impression that we may get almost everything we want, perhaps even the land records. As soon as I get time I shall send a list of records suitable for transfer and I think we will be getting some excellent accessions.

Although I have had some further correspondence with the Service Recognition Board about their records I have no tangible decision to report at this time. Mr. Huston has called twice and each time I was out on other business.

The Corporation Department has sent over the 1947 index cards.

State Records Commission. Meetings were held with the Liquor Control Commission and Public Welfare Department on June 9. Appropriate legislation was introduced into the General Assembly.

The State Records Commission refused the request of the Liquor Control Commission for permission to destroy original application records, recommending that those records be transferred to the State Archives instead.

The Commission pointed out certain dangers from tampering with microfilmed copies of patients' case records, that these be filmed in duplicate, one copy to be a working copy held at the respective institutions, the other a master film sealed and filed in the Archives. This provision was written into the bill submitted to the General Assembly.

Building Notes. Precast concrete units (for shelving) were shifted from levels 12, 10 and 7 to Level 9 of the Archives vault and 1200 additional 12" shelves ordered. This cleared floor space for possible Service Recognition Board transfers and will permit Miss Bailey to concentrate all the Illinois documents collection on two adjacent floors instead of having them scattered on four levels as at present. She plans to keep all the surplus stock on level 9 and to use level 3 for the classified copies and exchanged. She will vacate levels 1, 6 and 10.

The Registration and Education Department used the Conference Conference Room on June 14 and two staff meetings were held there. I frequently use it as a private office when needing to concentrate on work which should not be interrupted.

The roof leaked into 12th and 11th level departmental vaults on June 15. One of the vaults affected was that occupied by the State Library.

The air-conditioning unit for the 11th level now used as an office by the Automobile Department, seems to be working satisfactorily. An appropriation for the erection of a building on the State Fair grounds, to house the Secretary of State's Automobile Department, if signed by the Governor, promises eventual release of space now used by that Department in the Archives Building.

Repair Project. Mr. A.D. Bowdler, who introduced himself as the "Eastern State Microfilm Service, Beaver, Pa.," interviewed Miss Rogers and me on the possibilities of entering into contract relations with him to set up a repair unit in the State Archives Building similar to that which Mr. William J. Barrows has with the Virginia State Library. We are definitely interested in such a proposal but there are many legal angles to be considered. Mr. Bowdler obviously wants us to make him a proposition while we feel that he is the one who should make the initial proposal. He claims to have had extensive work with repairing of county records and seems to be acquainted at the National Archives and at the Delaware Archives. He was here June 13 and 14 but we have heard nothing from him since.

We have received a bid of \$9000 for the Barrows machine.

Staff Notes

Two members of the staff were hospitalized during the month - Mr. O'Brien with an infected foot, Mr. Timberlake, a watchman, by a heart attack suffered while on duty. Mr. Timberlake has not yet returned to work.

Miss Winterbauer and Mr. Cassidy were on vacation the week starting June 6, Mrs. Reichler from June 20 to noon of July 5. Mrs. Reichler is making up the additional time she took.

I spoke on the Cahokia records and how we are preparing them for use, before the Springfield chapter of the I.L.A. Catalogers' Section, June 23. After dinner at the Southernaire the meeting convened at the Archives Building at 8 P.M.

I declined an invitation to become a member of the Academy of Political Science. This group meets at the same time of year as American Historical Association. I declined also on the plea that as I approach retirement age I am withdrawing from rather than joining additional professional groups. Perhaps this invitation is meant as an honor, since it is an invitation affair and the Academy has big names, but so far as I can see it is just another society with membership dues.

Miss Rogers and I represented the Illinois State Library at the joint meeting of the National Association of State Libraries and the National Association of Law Librarians held at Detroit June 26 - July 1. A separate report on this meeting is appended.

Staff Work.

Mr. Cassidy and Mr. Rountree made some shifts of records in the vaults in connection with the moving of shelves. We expect to have to do some major shifting in about two years, but the original layout of the vaults made eleven years ago is still adequate.

Several interesting reference problems were handled by Mr. Cassidy. One of these involved the "Miller Act" of 1926, passed by the General Assembly in 1925 but not signed by the Governor in time for inclusion in the session laws. The query was, "How did an act get into the Revised Statutes that was never published in the session laws?" The explanation was found in the Annotated Statutes, but the average person would not know how to look it up. Off hand I think of 2 other laws, both prior to 1880, where the same thing happened.

Mr. Cassidy reported making 547 index cards for the 1850 federal census for Bureau County; Mrs. McFadden made 110 cards.

Mr. Rountree has finished the letter "H" in the Corporation Reports.

Miss Scheffler reports making work slips for 85 volumes of the Illinois and Michigan canal field books. Typing has been held up by a shortage of catalog cards. She has also had over 2000 census cards to interfile in the name index, and has done the relief work at the Reference Desk June 6-11 and June 23-24.

I practically finished typing and revising the index cards for the records covered by Alvord's volume "Cahokia records" -- 536 cards for June, at total of 2063. Perhaps twentyfive are left to be rechecked and typed.

Visitors. Dr. Harold Cator, director of the Minnesota Historical Society, spent the day here June 7.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

June 1949

Secretary of State

Index Department

Deeds and title records

(2 cases)

18 documents

ARCHIVES REFERENCE

June 1949

Routine Departmental Calls

Secretary of State	
Corporation Dept.	
Index cards	89
Annual Reports	159
Correspondence	1
Executive Dept.	
Executive Register	1
Index Dept.	
Enrolled Laws	19
Election Records	5
Deeds to State Property	1
State Bldg. & Memorials	1
Securities Dept.	
Closed Cases	1
General Assembly	6
Insurance Dept.	
Annual Reports	2
Illinois War Council	
Personnel Record	1
	<hr/>
	226

Genealogy, History, etc.

Personal Calls

Genealogy	
State Census	4
Federal Census	24
History	19
Name Index	12
Archival Technique	1
Microfilm Copies	2
	<hr/>
	62

Mail Inquiries

Archival Technique	2
Genealogy	12
Historical	4
Miscellaneous	3
State Records Commission	2
	<hr/>
	23
	<hr/>
Grand Total	311

ARCHIVE CATALOG

June 1949

Catalog Cards

0

Name Index

Cross references

12

Perrin Collect

536

(Total for Alvoil series,
2063)

Bureau Co. Federal Census

1431

1979

VAULT ADMISSIONS June 1949

Div. of Architecture & Engineering	2
Auditor of Public Accounts	35
Civil Service Commission	4
Illinois Commerce Commission	4
Dept. of Insurance	5
Liquor Control Commission	2
Superintendent of Public Instructions	5
Secretary of State	
Corporation Dept.	3
Executive	21
Safety Responsibility Dept.	10
Dept. of Registration & Education	48
State Treasurer	22
	<u>163</u>

PHOTOGRAPHIC LABORATORY
June 1949

Photographs	<u>10 x 20</u>	<u>Prints</u> <u>8 x 12</u>
Blue Book	16	
Speaker Powell		
Cong. Mack & School Children		
Taken to Washington		20
Secretary of State Publicity		
Disabled Vets		30
Joint Session G.A.		20
Front Office		
Outing at Stelle's, McLeansboro		66
Democratic Women at St. Nick.		16
Secretary's Part for G.A. and Press		84
Mr. Merritt		
Saline Band		75
	<hr/> 16	<hr/> 311

Negatives

Photostats	
Corporation Recording	9
Archives	32
General Reference Dep't.	35
	<hr/> 76

STATE LIBRARY
ARCHIVES DEPARTMENT
Report for July 1949

Accessions. Deeds and other title records pertaining to Dixon Springs State Park in Pope county, Prophetstown State Memorial in Whiteville county and Grant Home State Memorial, Jo Daviess county, were deposited by the Index Department.

Departmental Moving. Records were removed to their respective vaults by the State Treasurer, Department of Registration and Education, Civil Service Commission and State Library.

Staff Notes.

The following members of the staff took part or all of their vacations during July: McFadden, Scheffler, Bish and Winterbauer.

Mrs. Reichler's little boy was in the hospital the last week of July with a contagious fungous infection in the mouth and throat. She has arranged to have him boarded at the Catholic orphanage at Alton for the duration of the polio quarantine here or until the Day Nursery reopens, which latter may not be until the middle of September.

Mr. O'Brien has been out from the last week of July with a severe chest cold - really flu. He reported for work two mornings but had to give up and go back to bed.

Miss Scheffler has been appointed chairman of the Luncheon and Dinner Committee for the 50th Anniversary meeting of the Illinois State Historical Library, October 7 and 8.

Beginning July 9 members of the staff were given alternate Saturday mornings off.

Staff Work.

I devoted the month of July to those miscellaneous tasks which I call "clearing my desk." None take too long, none are noteworthy, but they are the minor things which get pushed aside by more pressing tasks. For instance, I spent most of one week reading proof or typing on the History of State Departments and checking the three copies for inclusion and coverage. It does not sound like much but it is really a rather fuzzy painstaking job. I have also been my own stenographer most of the month.

I have also been editing Mrs. Reichler's index slips for typing. This editing consists chiefly of coordinating names spelled variously and selecting the spelling to be used in filing, checking the snags, etc. Mrs. Reichler has done her work painstakingly and I found surprising little to check or change in the contents of her cards. The slips are useable before typing since they have been filed by name.

We are not within sight of, though still several months away from the end of the processing of the Perrin Collection. Mrs. Reichler has only a dozen or so of records to carry the index of the unbound records through the year 1818 which is as far as we plan to go. I have to finish collating and cataloging some forty or so bound volumes which will go quickly once I get at it. Some of these will need to be indexed and some may not be translated. Those not yet translated are probably in too poor condition to handle before repairing. Some of the marriage records are untranslated or the translations should be made smoother. Many translations must be retyped. When we let go of the Collection it will be as completely processed as possible except for repair on the documents. To date we have over 12,000 index cards. The total number will probably run between 15,000 and 20,000.

In addition to the miscellaneous duties noted above I have spent some thought and time on the civil service examinations coming up soon for several members of the Archives staff.

Mrs. Reichler reports writing over 200 index slips for 1818, Perrin Collection. She has also been making a translation of an Italian booklet sent us by the Institute on the Pathology of Books at Rome.

Miss Scheffler has interfiled 5000 census cards in the Name Index. Preliminary filing on these was done by Mrs. Roberson. Miss Scheffler supplied at the Reference Desk during Mrs. McFadden's vacation and has done reference work for the Division of Waterways.

Miss Scheffler and I have been cooperating on a new exhibit for the Archives Museum. This will be called "The History of Agriculture in State Laws." I selected the enrolled acts from our History of State Departments and wrote the backgrounds for labels. Miss Scheffler is carrying on from there and will doubtless submit a list of documents exhibited next month. She is gathering the illustrative material, to be partly some of our letter heads from firms selling agricultural products.

For the State Fair this year we thought we would use photostats of the exhibit which has been up in the Archives Building this winter: "One Hundred Years Ago." People are always interested in charters of towns, etc. and few will have seen this exhibit. The photostats and labels are ready to set up.

Mr. Cassidy has done most of the genealogical searches this past month. His break down is interesting: He checked the 1830 federal census for one county for one name; the 1840 federal census for 10 counties for 3 names; the 1850 federal census for 16 counties for 14 names; the federal mortality census for 1850 one name; the 1855 and 1865 State census for 3 names each, 21 names were involved altogether. This raises the always unsatisfactory method of computing statistics.

question of

We have been counting the number of letters sent; should we perhaps count the number of references to a record (i.e., to the number of references to each census) or the number of names searched for? Some archival agencies give statistics one way, some another. As we practically limit the amount of search per letter to not more than about 3 names to not more than 3 counties, I believe the number of letters is a fair count. On the other hand, the Reference Desk counts the number of calls per record, i.e., counties, consulted, which means the count for letters is on a somewhat different basis than the count for patrons consulting the records in person. I know that you feel the proper way to count is the number of patrons served. We at the archives feel the number of times a given record is consulted is of significance, especially if the question of disposal should ever be raised.

Mr. Mountrie has finished filing the letter "L" of the Corporation Reports. He estimates that he has filed 6300 reports and made 446 new folders during the month. He has hopes of finishing by the end of October which will give him a couple of months before the new reports come to do some necessary re-checking of inventories, relabelling, etc. in the vaults. We shall have to shift some records off Level 3 before next year's reports can be filed, and in two years do some major shifting.

As a matter of record, Mr. Mountrie has completed three U. of I. courses towards his Master's degree in Social Science, taken through the Civil Service In-Training Program. These courses are: Social Group Work; Community Organization; Introduction to Case Work. He is hoping that the University will let him take the entire work towards the degree here without requiring campus residence. If not he may want to take a leave of absence to complete the work at some future time. With his wife's experience in home demonstration work the Mountries make a couple who will some day be sought for Urban League work. Although we would find it hard to replace him here, we certainly should encourage him in his ambitions for advancement.

Mrs. Robeson has refilled the Secretary of State's correspondence for 1910 through the letter "G". She has unfolded and stapled Corporation reports for Mr. Mountrie and done preliminary filing on index cards.

Mrs. McFadden has been typing folders for the House and Senate bills of the 1947 session of the General Assembly. These records have not yet been received but it will save time in putting them away to have the folders ready. She has also indexed 390 census cards for Bureau county. There are so many visitors here in summer that a good deal of time is taken just in being nice to people, which is certainly a legitimate part of her work.

The requisition slips are working well in the Photographic Laboratory and are giving a much clearer picture of the type of work being done by the laboratory.

Equipment. A second Recordak reader has been installed in the Archives reference room. This new reader given a much more legible projection than the older one and with less eyestrain.

An automatic processing machine for microfilm has also been ordered for the laboratory.

Reference Work. Miss Mary Longinoe Jordan came the middle of July for a month's research in old French records. She is writing an historical novel based upon the life of Father Gibeault. Miss Jordan is a graduate student at the University of Wisconsin.

Visitors registered from 45 Illinois towns and cities, 11 states and 2 foreign countries: India and the Philippines.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

July 1949

Secretary of State. Index Dept.

Title to State property. (Deeds, etc.) 10 documents

3 cases

ARCHIVES REFERENCE
July 1949

Routine Departmental Calls:

Secretary of State	
Corporation Dept.	
Annual reports	118
Index cards	27
Charter records	1
Correspondence	10
Court of Claims	3
Executive Dept.	
Executive Register	1
Land patent	1
Notary petition	1
Index Dept.	
Contract	1
Deeds to State records	1
Enrolled Laws	35
Elections	14
Securities Dept.	
Closed cases	2
General Assembly	18
Illinois and Michigan canal	50
State Treasurer	
Receipts into Treasury	1
Register State bonds	1
	<hr/> 285

Historical, Genealogical, etc.

In person

Genealogy	
1840 federal census	3
1850 federal census	3
1855 State census	1
Miscellaneous	1
Historical	
Session laws, 1947	1
House & Senate Journals, 1835-37	6
Election records	1
Land patent	1
Name index (phone)	11
Archives Technique	1
History State Departments	1
	<hr/> 30

By Mail

Genealogy	22
Historical	9
Archival Technique	9
Records Disposal	1
Miscellaneous	7
	<hr/> 48
Grand Total	<hr/> 363

ARCHIVES CATALOG

July 1949

Name Index

Perrin Collection
Bureau Co. 1850 census

43
390
433

Catalog

0

VAULT ADMISSIONS July 1949

Auditor of Public Accounts	22
Civil Service Commission	5
Department of Insurance	1
Superintendent of Public Instructions	2
Dept. of Public Works & Buildings (Div. of Parks)	1
Dept. of Registration & Education	42
Secretary of State	
Corporation Dept.	6
Court of Claims	3
Executive	20
Safety Responsibility	3
Supreme Court	2
State Treasurer	34
Division of Waterways	4
	<u>143</u>

PHOTOGRAPHIC LABORATORY
July 1949

Photographs	Prints	
	8x10	11x14 16x20
Auto Dept.		
Soldiers' & Sailors'		
Reunion, Lecon		
Dem Day	108	
(Mr. Merrill)		50
License Plates		
State Library		
O.L.A., 1947	40	
Library School		
Mattoon	8	
Harrisburg	8	
Pere Marquette	12	
Archives		
Constitution, 1847		1
	176	50 1

Photostats

	<u>Negatives</u>	<u>Positives</u>
Corporation		
Recording	92	
Index Dept.		
House Bills	8	
State Library		
General Reference	10	
Archives (Exhibit)	41	10
	151	10

CONVENTION
NATIONAL ASSOCIATION OF STATE LIBRARIES
AMERICAN ASSOCIATION OF LAW LIBRARIES
Detroit, June 27-July 1, 1939

Miss Helene H. Rogers, Assistant State Librarian and I represented the Illinois State Library at the joint meeting of state and law libraries. This is the first time the two associations have met together for ten years, though when I was secretary of the state library group we met together on alternate years.

Representatives from 23 states registered with the state library group. I would guess that the total attendance was about 200 - a workable group. Headquarters hotel was the Book-Cadillac, a large hotel which surprisingly and disappointingly, has not yet discovered air conditioning and electric fans, both of which were essential in the 90 degree weather we encountered.

So far as the program was concerned I was disappointed. Most of the time seemed taken up with law library association business meetings which were of no interest to me at least. For instance, one whole session was taken up with matters relating to financing the law journal index.

The meeting started with a luncheon at the Book-Cadillac. President John P. O'Hara of the Detroit Abr Association gave the usual "Address of Welcome". Dr. Henry G. Brown, Managing Director of the Detroit Historical Society, scheduled to talk on the interesting sounding subject of "Legal Eagles and Stuffed Owls in Detroit" was unable to be present but spoke in place of Dr. Evans on Wednesday. Dr. Brown gave us a sketch history of the city of Detroit and spoke briefly on plans for the new Detroit Historical Society Building soon to be erected. He stated that the Museum would show a series of rooms showing just how the common people lived decade by decade. He said this would be a unique type of exhibit. He did not say whether this would be done by diorama or full sized exhibits. He also failed to tie in the Burton historical collection at the Public Library with plans for the historical society. My general impression was that his talk, though entertaining was vague.

The first general meeting had two interesting sounding topics which proved, however, of no interest for the state librarian. "State Laws Governing the Exchange of Materials by State Supported Libraries" actually was nothing but a report on exchange of session laws between state university law libraries. Inasmuch as the state university library is not the regularly designated exchange medium in most states, fell rather flat, although Mrs. Lumpkin had done considerable work on in. A copy of the tabulation of her report is appended as "A".

The second address scheduled "The Reading Guide" by Frances Farmer, of the University of Virginia Law Library proved to be one of a series of committee reports read during the afternoon. I could not make out what it was all about, but Miss Farmer seemed to be reporting on publishing a membership list for the Association. I begrudged wasting the time at this meeting and regret that I did not brave the heat to visit the Burton collection instead.

The Detroit University Law School tendered us a reception at their building after which the state librarians of Rhode Island, New York, Pennsylvania, Massachusetts, and Miss Rogers and I had dinner together at the Statler Hotel. This shop talk was quite typical of those informal conferences at conventions where many ideas are exchanged along with the pleasantries of social intercourse. I did not attend the business meeting in the evening when the law librarians amended their constitution.

The best planned feature of the meeting was the provision for side trips on alternate days. On Tuesday we were taken to Ann Arbor by bus, visiting all parts of the campus. Dr. Storm of Clements Library gave us a nice talk on the history and scope of collection of that institution, after which we were guests of the University at lunch. Professor John P. Dawson of the University of Michigan spoke on "Democracy Under the Marshall Plan." This was interesting but similar to the usual "pro" discussions of the topic.

Most of the group then proceeded to the Law Quadrangle for a guided tour, but I returned to the Clements Library. I had hoped also to visit the Michigan Historical Collections but found that is housed in the Rockham Building some distance away, which we had visited earlier by bus. I had hoped to find some Michillimachinae documents to tie in with the Cahokia fur trade, but Clements had none, or at least that topic wasn't brought out in the catalog.

Dr. Storm in describing the Clements Library said the collection, originally a private library, purchases books, manuscripts, prints, maps and newspapers in 39 categories of North and South America. It collects accounts of participants in significant events in American History, written or published contemporaneously, and selection is based upon rarity, priority and importance. The collection is beautifully bound and is arranged on locked shelves by date. There are two catalogs - one for printed materials and one for manuscripts, at opposite ends of the building and on different floors. The printed books catalog is in two sections - author and subject. Regular cataloging rules for rare books are used.

The manuscript catalog was fully described by Howard Peekham in The American Archivist for October 1948. Primarily it is an index to names of writers and recipients of letters. I was given some sample cards; The name of the collection is printed in a box in the upper left hand corner of the card. A printed form (printing

at extreme right of card) provides space for names of writer, recipient, date, nature and length of document.

No other names mentioned in the document are brought out in the catalog, but occasionally a very general subject will be added. There is also a date card, filed in chronological order. This is definitely a "collector's" index and would answer only two types of questions, "How many George Washington letters do you have?" and "How many letters do you have for the year 1755?" There is no real subject or name approach to the collection - nothing that would save the researcher's time. Inasmuch as the collection is open only for advanced research where secondary materials have been exhausted, one would think it would be advisable to avoid wear and tear on original records by having rather full calendars and indexes. The small size of the staff (6) is given as the reason for not having done more.

All binding and repair work for the Clements library is done in the University Library so I visited the bindery. This occupies most of the basement of the library building and is in charge of a binder who learned his trade in England. His heart is in the "fancy" binding done for Clements, and he showed me some beautiful examples of restoration of badly crumbled leather bindings.

What I was particularly interested in was the apparatus used for applying silk and Japanese tissue. The binder spoke rather wistfully about a laminating machine. He had the same experience we had with the last silk we used - it looked fine when first applied but is now crumbling. He says he thinks the French mills unloaded old material in this country at the beginning of the war. The silk gauze apparently is no longer manufactured, neither can he get the Japanese tissue, but expects the latter will soon be available once more.

The gadget he uses for applying the gauze or silk is simple but I am not enough of a mechanic to describe it. Fortunately, if we wished to have one made, we could get drawings and specifications from the Library of Congress from which he got his. Briefly, there is a glass top table on which the dampened manuscript, superimposed on a sheet of celluloid is laid, and paste applied. A frame with a sort of squeegee device mounted on rollers is brought to the edge of the table. A 3/8 inch rod is hooked at the edge of the table and one edge of the gauze is pasted to it, the rest threaded back of the squeegee. The squeegee is then rolled back over the document, applying the tissue evenly. The document is then reversed and the process repeated. The repaired document is then hung up by the rod in a rack until nearly dry, then put in a press. 60 documents can be covered in an hour.

After this visit I went around the law quadrangle by myself, joining the rest of the group at tea in the Lawyers Club Lounge. It was at this time that I became aware that our usually energetic Assistant State Librarian was feeling less than well. She was ill all of the next day.

Tuesday evening the law librarians had a round table discussion on law library buildings but I did not attend.

Wednesday morning a joint meeting was held at the hotel. Luther H. Evans, Librarian of Congress was scheduled to give an address on "UNESCO" but he did not arrive, so Dr. Brown gave us the talk on the Detroit Historical Society reported on above. Then followed another interminable business session of the law librarians, only part of which I stayed for.

In the afternoon the two groups held separate meetings. At the State Library meeting Mr. Roger H. McDonough, Law Librarian, Division of State Library, Archives and History, New Jersey, gave a thoughtful address on "The Place of the State Library in State Government." Since this was really the one formal paper, I attempted to take notes on it.

Mr. McDonough pointed out that there are a variety of categories of work in the various state libraries, but there are certain common denominators which can be considered in improving the effectiveness of all.

First, he said, there is a definite trend towards consolidation in government, particularly under the influence of the Hoover commission. If consolidation hits your state, have you considered where the best place would be for your institution to go? To demand separate entity for libraries is not a realistic approach. There are possible gains through consolidation and the matter should be thought through by the State Librarian before the movement for consolidation comes to him. Rather casually, Mr. McDonough mentioned the fact that state libraries are frequently placed under the Education Department. Most of the discussion which followed missed the point and concentrated on arguments for and against, not consolidation in general, but with the Education Department in particular, and most wanted none of it.

Mr. McDonough's second point was the criticism that most state libraries try to be all things to all men. They have no concise philosophy of what each is to do - no differentiation of agencies to do what. Since it is impossible to retain everything, state librarians should do more realistic weeding and should work out bases on which to build their collections. "How often is this material used?", should be asked more often. He raised the point as to whether it is necessary for every state library to be a depository for all state documents of all states; and whether it is not often better to borrow infrequently used books and even to use the phone as a substitute for reference books.

Third he discussed and recommended joint central warehouse storage for library books, such as New Jersey is now planning. Under a bill now under consideration, all public funds libraries may deposit books in this proposed central warehouse. Duplicate may be exchanged and redistributed to equalize library facilities.

Fourth

Fourth, he advocated a more dynamic approach to library service. Don't wait to be asked for things - offer them. Anticipate what is coming in legislation and governmental interest. The recent growth of Legislative Councils with their continuous research staffs may result in by-passing the state library if it is not alert.

On the subject of public relations, Mr. McDonough advocated a considered planned program to bring the state library to mind. "Write about obvious things", he said.

His sixth point had to do with a program for records administration. He had called in Vernon Tate to discuss microfilming with state officials, with the idea that it is as necessary for them to know what not to do as what to do. He called our attention to the Hoover report on the cost of caring for and storing archives.

In closing Mr. McDonough pounced lightly on the fact that professional librarians in state libraries (a goal rather than an achievement in this association!) should set a pattern for libraries on local levels by job classification and pay plans. He also touched on the value of the documents exchange conducted by the Council of State Governments.

Mr. Schwegman of the Library of Congress discussed "State Library Service to the Blind." In 1931 Congress voted money for distribution of Braille books to libraries and in 1934 added an appropriation for talking books and playback machines. No appropriations have ever been made for personal services in connection with this distribution. Consequently the Library of Congress has made contracts with 13 public libraries to distribute books in their respective areas, which, incidentally, ignore state lines. For instance, the Atlanta Public Library serves Florida; Denver serves Kansas, Colorado and Wyoming. Now the problem is that there is likely to be trouble over a local public library giving such services to other communities for which they are not paid. What is the solution? A central library for the blind for the whole U.S., or follow present responsibility for distribution? Distribution through the state library does not seem to be the solution since that would increase the number of copies purchased from the present 26 to 48, which is more than needed; furthermore, the centers of blind populations do not follow state lines nor are they in state capitals.

"Recent Developments in State Library Service; a Panel Discussion" was omitted for want of time, which many of us thought unfortunate. In fact several say they did not feel justified in asking for an expense account to attend a meeting the formal program of which was confined to one day.

The meeting adjourned after reelection of present officers.

The high spot in the convention for most of us was the address by Robert M. Toms, Circuit Judge, Detroit, "The German War Crimes Trials", given before the annual dinner. Judge Toms started out by saying that he has never figured out why he was chosen one of the U.S. judges at the Nuremberg Trials, because he never met President or any of his advisors, and he has been a life long Republican. It was soon obvious to all of us why he had been chosen. He kept us enthralled for an hour and a half in a blistering hot banquet hall and not one person left his seat or wriggled in his chair. He gave an absolutely judicial, impartial account of conditions and sentiment in Germany, and a fascinating account of court procedures during the trials. He said one German witness reminded him that he could not forget the invisible Russian judge beside Toms, representing a country now doing just the things for which he, the German, was then on trial. It was a sober, inspiring address.

Thursday was devoted to an excursion to Cranbrook, Greenfield Village and the Ford Plant. Miss Rogers and I chose to visit Greenfield Village rather than the Ford Plant, since a choice was indicated.

On Friday eleven State Librarians went to Lansing for an all day session at the Michigan State Library. I spent the afternoon with Dr. Beeson of the Michigan Historical Commission. We discussed chiefly problems in building up state historical work in general and archives in particular. There are a few hundred boxes of records on upper shelves in his office. He does not know what is in them. They look like non-record correspondence to me. I made some recommendations concerning refiling and suggested that he employ some such outside agency as the National Records Management Council.

When I rejoined the state librarians in the latter part of the afternoon they were discussing the Michigan State Aid Plan. I did not get there in time to get the drift of the conversation.

On the whole the convention was a disappointment to me. Besides the physical discomfort of a heat wave, I found little inspiration from the meeting. This was due largely to the fact that aside from Dr. Beeson I found no one interested in archival problems. So far as state libraries go, Illinois is so far in advance of other states, that I did not bring home anything from that angle either.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for August 1949

Accessions. The records of the House of Representatives for the 66th General Assembly, 1949, have been received.

Departmental Vaults. The Teachers' Retirement System and the State Library filed records in their Departmental Vault.

Exhibits.

State Fair: Four cabinets were filled with photostats of some of the "One Hundred Years Ago" exhibit which was on display in the Pope Room during the recent session of the General Assembly. Miss Scheffler and Mrs. Robeson set up and dismantled this exhibit. Upon the return of the exhibit cases to the second floor lobby of the Archives Building they re-assembled the exhibit.

Pope Room: A display on the history of Agriculture in Illinois was set up as a suitable display for the Fair. Miss Scheffler and I cooperated on collecting material for this exhibit with Mrs. Robeson assisting Miss Scheffler in setting it up. A list is appended.

Miss Scheffler has started work on a suitable exhibit of historical documents to be displayed during the meeting of the Illinois State Historical Society. Owing to anxiety and absence during her mother's current illness, I doubt if she finds time to do more than assemble charters of early Illinois historical societies.

With our subject bibliographies in the History of State Records it is a comparatively easy task to assemble exhibits on the history of various types of legislation. It occurs to me that one of the most interesting we could prepare would be one on labor legislation in Illinois. Perhaps Walter Meyers should be informed of that fact so that we might make it coincide with something of importance in his field. That is, he may know of some pending labor convention here or other commemorative event.

Staff Work

The typing on the History of State Departments, 9 volumes of loose leaf binders, has been completed at long last, to the infinite relief of both typists and myself as proof reader. The ribbon copy is now on shelves in the archivist's office, copy 2 in the Archives Reference Library, and copy 3, loose in boxes, is available for such uses as may arise. If put in binders it could be loaned for serious work by some government reorganization commission, etc. As it could be misused as a substitute for the student's own research work as the basis for a thesis (as the Documentary History of the Illinois and Michigan Canal has been so misused), I would not recommend sending this copy out on an ordinary library or inter-library loan.

Mrs. Reichler has completed the index slips for unbound records of the Perrin Collection, 1809-18. These slips have been revised, form of filing spelling decided upon, and typing has started on the cards. We do not propose to index unbound records later than 1818 because the later records seem to be of little historical importance. The indexing of two more volumes has been completed, including typing of 1798 land claims and first volume of marks and brands. Mrs. Reichler is now indexing the first volume of registers of "indentured servants" (i.e., slaves.) About 200 snags remain to be checked, which I would have finished prior to the meeting of archivists if I had not had to work on the civil service examinations for archival staff. Two trays of index cards made by Dr. Iben for several bound volumes in the collection remain to be checked, and the cataloging of some of the volumes is incomplete. Mrs. Reichler is finishing the translations of the marriage contracts, many of which had not been done.

After completion of the indexing work proposed for the Perrin Collection it is planned to continue the indexing and typing of the transcripts of the early county commissioners' proceedings left us in pencilled form by the HPS. These are extremely valuable historical documents and would be more extensively used if in more convenient condition.

Miss Scheffler will continue with the cataloging of the Illinois and Michigan canal records with which she has already acquired a familiarity which makes her knowledge of great value to the Waterways Division.

I, myself, shall continue with the making of analyticals for the General Assembly records. Both manuscript and printed sources have been analyzed thru the Lincoln period and for most if not all of the nineteen twenties. Printed records have been analyzed through the year 1885 and by next summer perhaps I can get the rest done. Mrs. McFadden has, I believe, flat filed all the legislative documents not in too bad repair to handle.

Mrs. McFadden has spent most of her time on the legislative documents recently accessioned, though she also found time to index 455 cards for the Bureau County 1850 federal census. All this, of course, in addition to serving as Reference Room attendant.

Miss Scheffler spent most of her time during the month on exhibits. She also filed the 4430 Macoupin County name index cards.

Mr. Cassady wrote 1300 index cards for Bureau Co., 1850 census, and did the searches for genealogical mail inquiries. He does not seem to be making any substantial progress on the history of county government.

Mr. Rountree has finished the letter "M" in the corporation report interfiling. He thinks he can finish the work by the end of October, but I doubt it. Mrs. Robeson helps him by unfolding and stapling ahead of him. Mr. Rountree also made one trip to Chicago with a Bookmobile.

Mrs. Robeson was on vacation August 20 to 27. She has completed the alphabetizing of the Secretary of States' Correspondence (to the 3rd letter) for the year 1910 and the letters A-C for the year 1911. She has also done miscellaneous preliminary filing of index cards and other miscellaneous work mentioned elsewhere in the report.

Photographic Laboratory.

A motion picture camera has been added to the equipment. It was first used at the State Fair.

Visitors.

Two very charming old ladies, nieces of Secretary of State Harlow, now living in Peoria, came to see the Harlow Room and spent a couple of delightful hours with me. One especially reminded me strongly of Miss Thayer, former Assistant State Librarian.

Mrs. Laurence E. Villeneuve of the Manila Public Library, the Philippines, in this country on a fellowship, spent most of a week here studying various phases of the work of the Illinois State Library. It was my pleasure to conduct her on a pilgrimage to the Lincoln shrines in Springfield and a tour of the archives, and to be one of Miss Rogers' guests at a dinner party given in her honor at Taylorville the first day of her visit here.

Our register of visitors shows guests from 14 Illinois towns, 2 states (California, Indiana, Iowa, Kansas, Michigan, Missouri, Pennsylvania, Tennessee and Wisconsin), Canada and the Philippines. Normally State Fair week brings visitors from more places, but the local polio quarantine cut down the attendance markedly.

State Fair.

Office hours State Fair week were as follows: Monday, Tuesday and Saturday, regular hours. Wednesday and Friday 8:30 to noon, Thursday 3:30 to 10 A.M.

Staff Notes. Mr. John O'Brien was dismissed as stenographer on August 31.

Respectfully submitted,

Archivist.

AGRICULTURAL HISTORY IN ILLINOIS

The following material was placed on display in the Museum Room of the Archives Building during the month of August, 1949.

RECORDS OF CAHOKIA included the following:

- 1783 Lands at Prairie Du Pont divided by lot, fearing the Americans would take community lands which were unoccupied.
- 1785 Agreement entered by property owners to keep the common fence in repair.
- 1785 Trespass upon cultivated fields, gardens and orchards subject to heavy fines. Variety of crops mentioned.
- 1788 Inventory of property of a prosperous farmer
- 1773 Inventory of the estate of Jacques Compte of Cahokia
- 1773 Contract between Jean Baptiste Hubert La Croix and Gabriel Constante for cultivation of a field owned by La Croix on shares.
- Sketch of French farms in early Illinois showing Prairie du Pont and Cahokia common fields.
- 1807-1820 Cahokia Record of Brands of livestock. 1 volume.
- 1785 Controversy over marks and brands by Isaac Levy and Antoine Girardin

These were displayed in the south case.

The west case, or main case, was used to display the following:

Three dimensional letters, in green and white, were used to state title of exhibit, "Agricultural History in Illinois" trophy, which was to be presented to the High School Band receiving the highest number of points, by Governor Stevenson, presented us by the Division of State Fair.

The enrolled laws shown included:

- The first general act providing for organization of agricultural societies 1839
- Union Agricultural Society, the first agricultural society chartered in the State of Illinois 1839
- Beginnings of the Illinois State Fair 1855
- County Fairs, an act to encourage county fair societies which were given an appropriation to award prizes at county fairs. 1855
- Creating the Office of State Entomologist 1867
- State department of agriculture created 1871
- Office of State Veterinarian created 1881
- Veterinarians licensed 1899
- State biological laboratory established 1909

State Fair Premium lists of 1910 and 1949
blue and red ribbons awarded by Div. of State Fair
A copy of Waldo Pierce's "County Fair" completed this case.

AGRICULTURAL HISTORY IN ILLINOIS

Museum, Archives Bldg.

Aug. 1949

The north case contained miscellaneous enrolled laws as follows:

- 1812 Flour mills
- 1816 Wolf bounties
- 1853 Sheep killing dogs
- 1817 Inspection of beef, tobacco, hemp and flour
- 1837 Beet sugar industry
- 1377 Agricultural statistics
- 1861 Agricultural schools
- 1819 Marks and brands, penalty for altering. "Crime and punishments Act."
- 1819 Prairie fires, fines for fires that went out of control.
- 1819 Fences, regulations concerning enclosures of fields.
- 1819 Weights and measures
- 1834/35 Price of public lands
- 1834/35 Making it easier to acquire government lands
- 1855 Farmers' Mutual Fire Insurance Company
- 1887 Mutual Live Stock Insurance
- 1943 Destruction of farm values by strip mining checked
- 1915 Registration of farm names
- 1917 Roads
- 1837 Farm to market, roads and navigation. Internal Improvement Act
- 1917 Hard surface roads. \$60,000,000 road bond issue.
- 1819 Trespass by cutting timber
- 1819 Drainage
- 1871 Railroad & Warehouse Commission created
- 1871 Act to regulate warehouses
- 1887 Gambling in grain futures.
- 1928 Cooperative marketing act
- 1829 Horse Breeding
- 1845 Apprehension of horse thieves
- 1819 Vetray animals

North East Case

- 1859 Importance of birds to farmers recognized. (Eifert's, "Invitation to birds.")
- 1865 Drainage of wet lands
- 1867 lot week control act
- 1919 State Seed Inspection Laboratory created
- 1839 Attempt to introduce silk culture
- 1911 State inspection of apiaries (Photographs borrowed from Ill. State Dept. of Agriculture)
- 1931 Fund appropriated for soil conservation
- 1927 Soil conservation districts
- 1947 Spring Issue of "Illinois Conservation"
- 1874 Reforestation "Elements of Forestry...Illinois"
- 1901 Arbor Day
- "Forest tree planting manual for Illinois"
- 1887 Act encouraging the planting of trees
- 1857 Illinois State Horticultural Society
- 1869 Humane Society organized
- 1921 Apples, regulation of grading, packing, etc.
- 1907 Meat Inspection
- 1869 First Pure Food Act
- 1899 State Food Commission
- 1885 First Commercial Fertilizer Act

AGRICULTURAL HISTORY IN ILLINOIS Museum, Archives Bldg. Aug. 1949

North East and South East cases continued

- 1905 Concentrated feeding stuffs
- 1899 Dairy Products Inspection
- 1921 Poultry Husbandry created
- 1941 Licensing and regulations of community sale of livestock
- 1927 horse Racing legalized
- 1910 1st report of the Illinois Stallion Registration Board
- 1909 Stallion Registration Board established
- 1887 Registration of pedigrees (Horses)
- 1859-1932 "Greenview Rangers" 1 volume
- 1865 Chicago Stockyards charter
- 1841 Cattle rustling
- 1936-49 Rural Electrification

Letterheads:

Prairie Farmer
 H.S. Van Horn Farm Machinery
 Percheron Society of America
 Moline Plow Company
 The Farmers' Association
 State of Illinois Office of Chief Inspector of Grain
 Patrons of Husbandry
 Patrons of Husbandry, State Grange of Illinois

Reports: (from Ill. Docs. collection)

Division of Livestock Husbandry
 Division of Poultry Husbandry

Pictures: (from Art Dept. of Ill. State Library)

Vaughan Flannery's "Maryland Hunt 1937"
 Waldo Pierce's "Maine Trotting Faces"
 Waldo Pierce's "County Fair"
 Tom Leas' "Hazford Rupert 31st"
 Vaughan Flannery's "Item 9, Man O' War"

Photographs

4 photographs concerning apiaries and honey, inspection of same (courtesy of Dept. of Agriculture)

ARCHIVES ACCESSIONS

August 1949

General Assembly. House of Representatives

Clerk of House

Bills that did not pass
Miscellaneous

978 documents
30 "

House Enrolling, Transcribing and Enrolling Clerk Bills

692 "
1700 documents

Record of House Bills
Engrossed and Enrolled,
1949

1 volume

Secretary of State. Index Dept.

Deed records

(1 case. Received in July.
By error not entered in
accession book at time)

2 documents

ARCHIVES REFERENCE

August 1949

Routine Departmental Calls

Secretary of State

Corporation Dept.

Annual reports 143

Index cards 68

Correspondence 3

Court of Claims 1

Executive Dept.

Inter-State Compact 1

Trade Marks 121

Index Dept.

Contracts 2

Deeds to State property 2

Elections 4

Enrolled Laws 21

Securities Dept.

7

General Assembly

9

Insurance Dept.

Annual reports 4

386

Historical, Genealogical, etc.

In Person

Genealogy

Federal Census

1830 1

1840 1

1850 6

Name Index (Phone calls) 19

State Census, 1855 1 23

Historical

Perrin Collect. 82

(No. folders)

Alvord Cahokia & Kaskaskia

records 6

Governor's letter books 2

Secretary of State's letter books 1

Auditor's Kaskaskia land record

(film, 2 rolls) 2

Governor Correspondence

Incoming letters 3

Military 26

Executive File 6

General Assembly Index 2

House Journals 7

Senate Journals 2

Miscellaneous 76

Hist. State Depts. 2

175

By Mail

Genealogy

16

(18 names)

Historical 4

Archival Technique 9

County officials 5

History State Depts. 1

Miscellaneous 3

38

Grand Total

599

ARCHIVES CATALOG
August 1949

Catalog Cards	None
Name Index	
Perrin Collect.	508
1850 Federal Census	
Bureau Co.	1755
Macoupin Co.	
Cross References	<u>40</u>
	2303

VAULT ADMISSIONS August 1949

Div. of Architecture & Engineering	1
Auditor of Public Accounts	16
Civil Service Commission	11
Dept. of Insurance	1
" of Finance	3
" of Registration & Education	34
Illinois Commerce Commission	2
Sec. of State	
Corporation Dept.	1
Court of Claims	2
Executive Dept.	16
Safety Responsibility	7
State Treasurer	12
Superintendent of Public Inst. (Teacher's Pension)	1
Supreme Court	2
	<hr/> 109

PHOTOGRAPHIC LABORATORY

August 1949

Photographs	4x5	8x10	12x18	16x20
State Library				
Glenco Mobile School		18		
Dixon Mobile School		8		
State Fair Exhibit, etc.		52		
Secretary of State				
State Fair				
Old Auto Cup Winner	1	2		
Secretary's Exhibit	1	73		
Barrett at Democratic				
Headquarters		72		
Old Auto Show, Dinner				
of Owners, etc.		515		102
Composition of Newspaper				
clippings	2		2	
	<hr/> 4	<hr/> 740	<hr/> 2	<hr/> 102

Kodachrome Slides

State Library

Exhibit

Motion Picture Films

State Fair. Old car parade

200 ft. color

200 ft. black & white

Photostats

Corporation Dept.

Recording

State Library

Dept. Research Cover

House Bills

negatives

positives

121

1

5

127

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for September 1949

Accessions. The Index Department deposited 6 documents relating to the purchase of certain land near Charleston for the Maintenance Bureau of the Division of Highways.

Departmental Vaults. Records were transferred to their Departmental Vaults by the Division of Research and Statistics of the Department of Welfare, by the Superintendent of Public Instruction and by the State Library.

Staff Work.

The archivist was away September 15 - October 2 attending the annual meeting of the Society of American Archivists and visiting certain archival, historical and library institutions in the East. A report on these activities is appended. Most of her time the first part of the month was devoted to acting as consultant to the Civil Service Commission on pending examinations affecting archivists personnel.

Mr. Cassady functioned as acting archivist in ^{my} absence.

Mr. Rountree was absent on vacation September 12-24. His wife has taken a teaching position in Tennessee but Mr. Rountree assures me that he has no idea of leaving Springfield - that his wife and he are planning to purchase a home here and that her taking a job is a part of that program. He was very much disappointed to learn that none of the In Serving Training Courses in his field, social service, are being offered this autumn in Springfield, though he plans to take a non-credit course. He is now filing in the letter "N".

Mrs. Robeson reports that Mr. Butler has supplied us with another 9200 of the special folders used for Enrolled Laws so she has started to transfer the 1917 Enrolled Laws. She has finished refiling the 1911 correspondence of the Secretary of State to the 3rd letter. She has also done miscellaneous filing of index cards.

The Archives staff helped assemble, staple and fold mimeographed material to go out from the Collections' Department. I think this took one or two days.

Mrs. McFadden reports that she has finished filing and labelling all the 1949 House records. The Senate records, though promised for some time ago, have not yet been received. The secretary of the Senate is always slow about getting over his materials. Mr. Butler says not to worry about it - he won't let it get away. Mrs. McFadden's mother left the hospital after some months' confinement due to a broken hip.

Mrs. Reichler and Miss Winterbauer have been typing index slips made earlier by Mrs. Reichler. I looked over some on my return to the office to see that the forms, etc. were correct, but have not had time to read proof, so have no statistics.

Miss Scheffler was necessarily absent much of September because of the serious illness of her aged mother. Most of her time here was spent in preparation for an exhibit prepared for the Illinois Historical Society meeting and in work as chairman of the luncheon and banquet meetings of that Society. Both these activities will be more properly discussed in the October report.

Beginning Saturday September 17 all members of the staff worked 8:30 to 12 instead of on alternate Saturdays as they had done during the summer.

Archives Building.

Violet ray lamps were provided for staff toilet rooms in the Archives Building.

Mr. Beaumont of the Art Metal Construction Co., here on business in connection with the installation of new shelves for Miss Bailey, discovered a serious rust condition in the center panels of the middle stair case in the archives stacks, indicating water seepage building up either from the basement or from a roof leak. We called Mr. Rossiter immediately and he sent over Mr. Johnson who with Mr. Beaumont and myself made a thorough inspection. Hanson Robinson was to be called in to remove some of the panels, to make an inspection and recommendations. I have not heard a report on conditions found.

The Conference Room was in almost constant use by the Archivist and the Civil Service Commission, State Library Committees, committees for the Illinois State Historical Society convention and by a group headed by Miss Dieckhaus which is cramming for civil service examinations (on their own time.)

Visitors. Visitors included Mr. and Mrs. Chen, Chinese students at the University of Illinois.

Photographic Laboratory. Mr. LaHart and Mr. Helm attended the recent photographers' convention in Chicago. They have been experimenting since their return with a new process for making color prints. Previously we had to send away for this work.

Respectfully submitted,

Archivist

SOCIETY OF AMERICAN ARCHIVISTS
Annual Meeting at Quebec
September 26-27

Miss Helene H. Rogers, Assistant State Librarian and I attended the Annual Meeting of the Society of American Archivists held at the Chateau Frontenac at Quebec, Canada, September 26-27. Miss Laura Libutzki, chief of the Extension Division of the Illinois State Library accompanied us. Following the meeting Miss Libutzki and Miss Rogers visited certain State Library Extension projects in Massachusetts and New York, while I visited historical sites, archival agencies and libraries.

The American Association for State and Local History which has always met jointly with the archivists met separately this year, their convention taking place at Burlington, Vermont the preceding week. There was some question about whether the archivists alone could muster a satisfactory crowd, but some 70 registered and it was decided to hold next year's meeting separately also. The historical society group will go to Oregon but the archivists are going to Madison, Wisconsin.

Monday morning the Society was welcomed by His Honor the Mayor Lucien Borne of Quebec City. Later in the day (5 P.M.) he was host at a cocktail party at the City Hall. Mr. Borne is a very friendly person who managed to give an impression of sincere cordiality. Expressing that idea to a member of his staff I received the reply, "We are very proud of his 'act! Would you guess that he averages three such speeches every day of his life?"

The formal program opened with a panel discussion on "Records Administration" led by Emmett J. Leahy who headed the Task Force which drew up the Hoover Report on Archives. This report drew fire from all sides, but Mr. Leahy handled himself well and I think the discussion somewhat cleared the air though it did resolve itself into a debate between the "keepers of crown jewels" and the "folks who want to throw everything away." The Leahy report it is generally conceded by most archivists put too much emphasis upon the physical economies inherent in a records disposal program; it ignored the cultural side of records. The result is that the National Archives landed in a so-called "General Service Department" which would be the equivalent of our being put under the Illinois Superintendent of Buildings and Grounds.

The first speaker was Mr. William Holliday, Secretary of the Public Records Commission of the Privy Council of Canada. He remarked that his training was as a scientist but that he has served as secretary of two records committees since 1944. He reviewed the development of records keeping in the Dominion government since a fire in 1897 called attention to the necessity for better care of the records.

Federal records in Canada are the concern of four types of governmental agencies: individual departments, the Dominion Archives, the Records Committee and the Organization and Methods Division of Civil Service.

Many of the departments still hold very old records, but most of the larger departments maintain control registries. There is little standardization as to forms, etc.

The Dominion Archives were created in 1872, Mr. Brimmer, a second class clerk in the Agriculture Department with a salary of \$1200 being put in charge. For a while he worked both in the Agriculture Department and the Archives but soon devoted his entire time to the archives. He was succeeded upon retirement by Sir Arthur Doughty who died about ten years ago.

In 1912 a Royal Commission was created to inquire into the records situation in Canada. It reported in 1914 and the report was approved by the government. The outbreak of World War I prevented carrying out the provisions of the report. Incidentally, it was that report which gave me the idea for our system of Departmental Vaults in Illinois. This 1914 report recommended the creation of a public records office and enlargement of the present Dominion Archives Building. All records over 25 years old were to be transferred to the archives and useless records were to be destroyed. In 1933 the Treasury Board started authorizing destruction of records of all departments.

World War II resulted in Canada as elsewhere in the creation of tremendous quantities of records by temporary boards and the two war departments. The Cabinet decided to ask these departments what they planned to do about their records, and appointed a Committee on Records to study and report. Mr. Holliday became Secretary of the Committee.

The Records Committee found little distinction between war-time and peace time records and recommended the creation of a permanent Records Commission to fix departmental responsibility and to organize a Public Records Office to work along the lines suggested by the report of the 1912 Commission. This Records Commission consists of the appropriate Minister of State, the Dominion Archivist, the historians from the defense services and two representatives of historical societies - basically the same set up as in Illinois. They make recommendations to the Privy Council through the Minister, not having to go to the legislative body for final approval of records to be destroyed. Twenty-one meetings have been held since 1945. 47% of the subjects discussed related to the disposal of records, 16% to war narratives, 8% to microfilming projects.

The Record Commission has established regular procedures for the disposition of records worked out by the Treasury Department. Records recommended for disposal are examined by the archivist, the Records Commission and the Treasury Department. Military records are screened ahead of time by a board of officers. Thus far the Records Commission has not taken the initiative but has waited for the various departments to ask it to consider their respective records problems - Microfilming projects may be undertaken only after authorization by the commission. The various departments are thinking about their records problems and like having the backing of authority for what they do. So far the lack of building space has been a handicap but it is hoped an addition to the Archives Building will be erected when government building is resumed.

The fourth phase of Canadian archival activity is the work of the Organization and Methods Division of the Civil Service Department. This department examines and advises on the relative efficiency of office equipment, filing systems, makes preliminary appraisal concerning microfilming and advises departments and the Records Commission on request.

In this connection, see also my report on the address of Dr. Wm. Kaye Lamb, the new archivist of Canada, at the luncheon session on Monday.

The other two speakers were Robert A. Schiff and Terry Beach who are associated with Mr. Leahy in the Records Management Council of New York. Mr. Schiff went from the National Archives to the Office Methods Branch of the Navy in 1942 for which he established the naval records centers in Manhattan and Long Island. He discussed the movement for better records control on the part of such large companies as Du Pont, Metropolitan Life, J. P. Morgan, Chase National Bank, McCormick, General Electric and Pacific Telegraph and Telephone Co. All these concerns have established archival agencies within their organizations largely because they have come to realize that good records management is essential to business. It was to provide expert advice for such firms that the Records Management Council was created. Personnel is being trained through records management school in New York University which opened this autumn. Plans are also being drawn up for a warehouse type of records center, space in which is to be rented to smaller concerns which cannot afford their own archives, all records of all cooperating companies to be serviced centrally by experienced records personnel. The proposal is essentially the same as for the union book warehouse for Boston libraries, the proposed central library warehouse for Chicago and the proposed county vaults in future Illinois State Library regional book centers. Mr. Schiff also alluded to a new training course given at the University of California this year, but I have not found out much about that.

Mr. Terry Beach was formerly a member of the Atomic Energy World Health Organization at Geneva. He pointed out that while Americans are supposed to have the most modern filing methods, there are things which we can adopt from foreign countries. He was especially attracted to what he called the "upside down" filing folders first used by Lever Brothers. I could not see anything to get excited about in this, if I understood it aright. The folders seem to have an additional flap that folds over the top of the folder where the label sticks up in ours. The papers are stapled to the front of the folder and the folder is filed upside down, the label being written on the bottom edge which becomes the top. Because the folder is not open at the top, there is protection from dust. I cannot see any particular advantage over the bellows type envelope folder such as those we use for filing enrolled laws. The folders of both types discussed are bulkier than ordinary folders but the protection from dust is a distinct advantage. Mr. Beach praised the British registry system of keeping control of records and discussed filing systems he found in various countries. For instance, the Chinese language, not being an alphabetical language, presents especial problems.

Filing is by functional subjects arranged by key words as listed in the Chinese dictionary. Mr. Beach also spoke of differences in terminology which make for difficulties in getting international uniformity. For instance, in America the term "archives" means non current records and elsewhere, the place where records are kept. Here we mean by "register" a book in which something is recorded, elsewhere, the whole records program. Mr. Beach also alluded to the proposed UNESCO course on records management to be given at Columbia (?) University.

Mention was made of the Conference "Pattern for Realistic Records Administration" held at the Commodore Hotel in New York City September 29 under the sponsorship of the Records Management Association of New York. I had an invitation which came while I was away so could not plan accordingly. Records Administration Institute "for records consultants, file supervisors and executive and research secretaries and assistants" is scheduled for November 14-18 at the Edgewater Beach Hotel under the auspices of the Chicago Bureau of Filing and Indexing. The fee is \$75 otherwise I would suggest that we be represented. The annual Mid-west Conference on Filing and Records Administration was held in Chicago October 7, the same day as the first day of the Illinois State Historical Society meeting so I could not attend.

Dr. M. Kays Lamb, the new Dominion Archivist of Canada was the luncheon speaker. Dr. Lamb is a librarian by profession, most of his experience being in the western provinces of Canada, British Columbia especially. When announcement of his appointment was made it was stated that he was also to reorganize the Parliamentary Library at Ottawa into an institution comparable to our Library of Congress. Many of us archivists felt the archives were going to be neglected because a man could hardly combine the functions of national archivist and national librarian. Dr. Lamb's talk was therefore of great interest to me, especially to find that he has a very broad concept of what the Dominion Archives should be. He started by giving the history of the Dominion Archives which he described as "a case history of an ivory tower."

The Dominion Archives was a division in the Department of Archives for forty years. The first head was a Mr. Brimmer who was no archivist and was in charge of no records. He started a program for inventorying records in Canada and abroad and employed copyists to transcribe records of interest to Canadian history found in London and Paris. This copy work was continued to at least World War II.

Brimmer was succeeded by Dr. (later, Sir) Arthur Doughty. Shortly after his accession, in 1897, a disastrous fire in the Parliament Building directed attention to the archives and the first unit of the Archives Building was constructed. Dr. Doughty developed the Dominion Archives into a national department of history for Canada, gathering sources of every kind for Canadian history - maps, pictures, transcripts, private papers, miscellaneous material. This set the pattern for archives even in the provinces and was quite noticeable in the Quebec provincial archives visited by us the second day of the meeting. The founding of the Canadian federation at Ottawa in 1867 had an immense influence on Canadian historiography and research was

based largely on Canadian archives. Nothing later than 1867 was considered history for some twenty to thirty years. Now historians are interested in later dates and want the ~~dates made~~.

Dr. Lamb then proceeded to discuss some of the problems which confront him in converting the present Dominion Archives into a public record office.

First is the museum aspect. He considers the continuation of an historical museum on broad lines valuable for public relations but is willing to relinquish that work to some other agency providing that said work be continued elsewhere.

The vast collection of pictures has to be disposed of and the question is what should go to a national gallery and which retained in the archives or historical museum. Most people now say that those of artistic merit should be transferred to a National gallery but the large number which have negligible artistic merit but are invaluable historical source material should not be put in a National gallery which would not appreciate them. Mr. Lamb cited the example of certain very crude sketches of early Quebec City which are crude drawings but without which much knowledge of early Quebec buildings would be lost. At present sentiment is veering towards the creation of an historical portrait gallery connected with an historical museum.

Setting government records for the period 1867 on is chiefly a question of finding space for them. Rearrangement of the contents of the present building will help some. Dr. Lamb is hopeful that an addition to the building will be forthcoming as soon as the government resumes building.

He then viewed the history of records administration in Canada from the time of the 1912 Royal Commission on Records. At present the Dominion Archives has all the records of the Department of defence through World War I and is to get those of World War II as soon as official histories have been written. These accessions give precedence for a modern records office for Canada.

The Dominion archivist is vice chairman of the Records Commission described by Mr. Holliday in the morning. The archivist is a member of the commission as one representative from many departments and there is no suggestion that the archivist has all there is to say about records administration. So far there has been little difficulty and the Records Commission has already regularized the handling of records problems. So far the commission has dealt mostly with the destruction of records, but as soon as more space becomes available the commission will be the means of transfer. The commission has been accepted as helpful to the departments because it brings records proposed for destruction to a place where they are screened by others than just the department. Dr. Lamb hopes for a physical clearing house for that work.

He says there is no need for a change in administrative concepts in the Dominion archives but just for workspace. He is not worried too much over the handicap of the archives as being traditionally an antiquarian institution. Both Miss Rogers and I

were charmed by Dr. Lamb as a person and impressed by him as a broadminded administrator. We have invited him to visit Springfield in the near future and he has promised to come.

The afternoon session was under the chairmanship of Dr. Daniel F. Noll of the National Archives. The general topic was "Audio Visual Archives." The formal program was rather disappointing. It consisted of the showing of two movies, one the National Archives film, the other a film made by the Canadian Conservation Service entitled, "The Loon's Necklace." This latter was an Indianfolk tale told, Walt Disney style, using a very fine museum collection of Indian masks. It was the sort of movie used by our own State Museum for work with children. A third film, Remington Rand's "It Must Be Here" was omitted for want of time. Perhaps we can borrow the National Archives and the Remington Rand film for use here.

Mr. Noll said that in place of a formal paper he was presenting copies of two of the latest articles on microphotography and the courts, one by himself, one by Herbert U. Feibelman. I have not had time to study either of these but they should be read into the record.

Mr. DeV-linger of Delaware was called upon to describe the collection of sound recordings he is making for the State of Delaware. The radio stations made a number of 16" disk recordings, of various war events. In addition he has tried to get things not covered by radio - for instance, a 15 minute recording of Wilmington's "Wailing Willie" air raid siren. He is also recording street cries, symphony concerts, barber shop quartettes, recordings of discussions of important problems by Delaware people, Delaware stage and concert stars, etc. He is making current recordings and copies of old records, such as the Signal Corps' recording of Roosevelt at the 1934 celebration of the first settlement by the Swedes, folk songs from the Library of Congress collection, etc. He uses a 35 mm. cellulose acetate tape recorder with a playback, called the Recordgraph, manufactured by Frederick H. Hart Co., a subsidiary of the American Type Co., Poughkeepsie. He can make a two hour recording on one tape. The apparatus is the same as that used by the Army and Navy and he paid \$1000 for this five years ago. He pointed out that it is not practical to use such sound recordings for court proceedings because there are too many sources of noise and voices cannot be distinguished from background noises.

Mrs. Baumhauser of the National Archives read a very interesting paper on Reference Problems in a Still Picture Collection. She spoke rapidly with a heavy foreign accent and my notes are inadequate. I cannot give more here than rough notes. I trust this very interesting paper will be published before long in the American Archivist.

Mrs. Baumhauser said in part: The importance of pictures as archival resources was not realized prior to World War I. The pictorial records are scattered. Of those in the files there is a lack of identification and prints are not coordinated with negatives - the origin and identifying matter is lost. The relics are miscellaneous as to date and coverage. Modern prints are predictable from the functions of the department. The reason for

the past neglect is that pictures are in the luxury class, but they are so valuable that they must be made available to historians and social scientists.

Mrs. Baumhauser then commented on the various types of reference requests:

1) Subject requests. Present trends are for presenting facts visually as witness the popularity of picture magazines and propaganda films. She spoke of the motion picture libraries which are called upon to produce pictures of every conceivable detail on any and all subjects imaginable.

2) The history of the medium and technical aspects of photographer who did the work for the government? (Brady for example). What other work did he do? This is often difficult to determine, especially as the photographer's mark on the back of a print is apt to be concealed by pasting in an album.

3) Technical information. Was a wet plate or a dry plate used; how long was the exposure; what processing was used?

The reference work in a pictorial library is highly personalized and the librarian not the patron has to make most searches. This requires mental agility, technical knowledge of the medium, knowledge of history and above all integrity. The patron does not know the type of material available but has to depend upon the librarian. If he uses an illustration for his thesis, and it is inaccurate in labelling or anachronistic, due to an error on the part of the librarian who supplied the picture, the validity of the thesis for which alone the student is responsible, may be questioned. Above all, the librarian must avoid giving an ideological slant to what he produces.

There are one and a half million pictures in the National Archives. The librarian must know government departments well to know where to find particular types of pictures. She must know how to select pictures which reproduce well, which are the best pictures to illustrate a point. She must be accurate as to information: date, identification of personalities, local, etc., last, as stated above, her inaccuracies reflect on the author who uses the pictures she produces.

The reference tools the picture librarian uses are inventories of her own and other holdings, technical books on photography, and general reference books. Few reference tools exist.

What does the archivist want for his picture collection? First of all he wants control over his own holdings. Then he needs to know the character of live files in existing governmental agencies and his latter he can only learn through his own initiative. Next he needs to know about holdings of homogenous subjects in other historical and archival institutions. There is need for data on photographic activity in special regions. Curators of picture collections do not share their lists. These lists are not perfect so they won't give them out. Standards should be lowered for practicality. Archivists and librarians should share their knowledge, pool their information and concentrate their combined efforts on the unknown factors of photographic history. Another difficulty is the lack of a suitable outlet for articles. Mrs. Baumhauser urged that information

about special holdings be sent to the news notes of the American Archivist.

The annual business meeting was held on Tuesday morning, September 20. In addition to the slate presented by constitutional procedure, a certain group insisted upon a nomination for president from the floor. It was to prevent seizure of control by a small group that might happen to be present at a business meeting that the constitution of the Society provides for nominations by a nominating committee based upon written nominations sent in by members. Philip Brooks was nominated on the slate and won over William McCain, nominated from the floor. I was disgusted. Years ago it became the practice of a small group to "rib" the president, especially to test his knowledge of parliamentary procedure. It was all goodnatured and served to liven otherwise dull business sessions. Of recent years a small group, claiming to represent a demand for "greater democracy" has stirred up trouble whenever it can and is really carrying things too far. Dr. McCain will in due course probably become president of the Society, but Phil Brooks definitely should be president first because of his unstinting labor for the Society. Mr. Overman was elected vice president, Lester J. Cappon secretary, Helen Chatfield treasurer, C. C. Crittenden and P. G. Roi to the council.

Mr. Holmes, chairman of Committee on the International Council on Archives reported that a Congress of Archivists will be held in Paris in August or September of 1950. The Society will be allowed two delegates. It was voted to continue the Society's subsidy of \$250 and to seek an additional \$250 from members.

The 1950 meeting will be held at Madison.

The Secretary reported that we have 424 members of which 351 are individual and 67 institutional, plus 150 subscribers. He mentioned the opening of the new archival school at Marburg, Germany.

A union catalog of manuscript collections is to be compiled.

The rest of the day was quite rightly devoted to visiting historical and archival agencies in Quebec City and to sight-seeing. We first visited the Ursuline Convent which is the home of the first religious order established in North America. They have many historical treasures on exhibition. Of particular interest to Miss Rogers was meeting the oldest sister at the convent. She had been a novice when Mother Wolfe who founded the Ursuline Convent in Springfield came to Quebec for final instructions.

The Quebec Provincial Archives follows the usual Canadian archival pattern. It is primarily an historical museum, making no pretence of interest in modern records. The present archivist is our host Mr. Pierre - Georges Roi. He succeeded his father, now a man in his eighties, whom we were happy to meet again at the luncheon.

The Society was the guest of the Province of Quebec at a luncheon at Kerkulu, a restaurant of the type of our Maldaner's. Mr. Jean Brushesi, F.R.S.C., President of La Societe des Ecrivains

Canadians, was the speaker.

In the afternoon we were taken for a bus tour of Quebec. This was marred by rain, but a cold sun came up when we reached Citadel.

Personally I regret not having seen the archives of the Bishop of Quebec which are at Laval University. The records of the founding of Cahokia and Kaskaskia are there. The assistant archivist Abbe Prevost has visited us at Dorisfield and I took it for granted that we would be taken to the Laval archives. However, I was informed that Grace Nute of Minnesota is the only woman who has ever been allowed to work there and that one has to go through "channels" to visit the place.

From Quebec we drove to Boston via the Green Mountains and Mohawk Trail, a beautiful drive in the autumn though less colorful than we had hoped. Miss Rogers and Miss Libutski were busy visiting the Massachusetts State Library and the extension work there I visited the State Archives and some Harvard libraries.

The Massachusetts Commonwealth Archives is not the general archival agency for all commonwealth departments but only for the Secretary of the Commonwealth and the legislative records in his custody. When I entered the archival field the Massachusetts archives were headed by Mr. Edmonds, a capable and conscientious archivist as progressive as any man in the field. He died about fifteen years ago and was succeeded by Mr. Robins who attended several meetings of the Society of American Archivists. He was a charming old gentleman but did not impress me as being more than a chair-warmer. I never heard whether he retired or lost his job, but since his day the department has been more or less of a political football. Recently two young attorneys have been appointed archivist and assistant archivist, respectively, and Mr. Dooley, the State Librarian thinks they will get hold of the situation and do something. The archivist was not yet back from the week-end (Monday 10:30 a.m.) but I met the assistant whose name is something like Flennigan. He took the short course at Washington last summer and seems an ambitious young chap. One thing I liked about him was that he did not pretend to know anything as yet. A woman whom I had met there years ago (I didn't catch her name) did all the talking. I asked, not too innocently, if in addition to the primary work with Secretary of the Commonwealth archives there was any provision or plan for work with records of any other agency. Mr. Dooley started to tell about his microfilming project and this woman employee snapped, "Miss Norton, you realize that this Archives Department is still the one institution designated by the Constitution as the custodian of all the archives of the Commonwealth." That wasn't her exact wording - she quoted the Constitution. The atmosphere immediately became tense and I withdrew as quickly and as gracefully as I could. I have a feeling that Mr. Dooley has tried to take "the boys" under his fatherly wing and that this long time assistant isn't going to have anything changed if she can help it. If there is feeling about the State Library I am sorry I didn't just go in on my own.

The Massachusetts State Library has purchased a microfilm camera and is microfilming records for other State departments. I am sorry I did not find out more about it but did not want to detain

Mr. Dooley from his appointment with Miss Labutski. If I understand what he is doing, I think he is something that experience has taught other archivists to be dangerous. Microfilming should not be undertaken without a very thorough check as to completeness of records and accuracy of filing. Any mistakes of that sort should definitely rest on the shoulders of the department. Five years from now I can just hear the State Library being blamed for any inadequacies of the microfilm record. Yours and Massachusetts had an extension service for local officials with powers to enforce use of good records materials issuing approved lists such as now issued in Connecticut and Delaware. No one mentioned that this time so I suppose nothing is being done in Massachusetts at present.

Later in the morning I visited Baker Business Library where my Columbia pupil Robert Lovett is working on loan from the Harvard archives. I was particularly interested in the relighting of the Reading Room. Formerly the lighting was by chandeliers from the ceiling using translucent plus indirect lighting. There were also skylights which leaked. These skylights have been replaced by fluorescent lights with the familiar egg-crate device. The combination of incandescent and fluorescent lighting is pleasing and the design effect of the new lights good. The old chandeliers are still used. Although I visited the stacks and discussed some technical problems I do not believe I brought away any new ideas.

While at Quebec Mr. Herbert Brayer told me that he has left the Colorado archives and has gone to the Northwestern University School of business where he is to teach one course and start something corresponding to the Records Management Council of New York headed by Mr. Leahy. He implied that Professor Gros of the Harvard School of Business was very much interested in the project and has something to do with it. Feeling that this was something the Illinois archives also had a stake in, I got myself introduced to Professor Gros. He was evasive - yes his advice had been asked, but he had so many other things on his mind at the time that he couldn't remember any details about the project or what recommendations he had made. He was cordial to me when he found out I was not coming as an emissary from Mr. Brayer. Finally he let out the fact that he was disappointed in Mr. Brayer's study of the Western Cattle Industry and doubted if he could accept it for publication. It might be stated that Mr. Brayer is a young man of immense industry with a brilliant and aggressive mind, probably stronger on initiating than in carrying out new projects of which he is always full.

After lunch at the Harvard School of Business Administration Faculty Club with Mr. Lovett and Mr. Shipton (Harvard archivist) I walked over to Cambridge where I first visited the Harvard archives briefly. I had been there before and it was just as well because the place was a welter of paint buckets and ladders. Mr. Shipton introduced me to the reference librarian of Lamont Library, the new undergraduate library of which Harvard is inordinately proud. While being taken on a tour of the building Mr. Metcalf, librarian of Harvard, graciously sought me out for a brief visit.

The Lamont Library serves all the needs of the undergraduates, Widener Library being reserved for graduate students and research. About 75,000 volumes have been withdrawn from other Harvard libraries or purchased especially for Lamont. The idea was to bridge the gap between the student and books by exposing the boys to a well selected library through an open stock system. The students pass through the central stock areas enroute from the entrance to the reading rooms, picking out books they want from the shelves. In leaving the building they drop all books at a turnstile or charge those they are taking out at a desk.

I had expected to find something similar to what we had at Thompson when I was an assistant in the Vassar College Library over thirty years ago. There all books were housed on open shelves in alcove formation. Required reading books, distinguished by colored bands, were filed on tables in the alcove. German reserves were on a table in the midst of the German literature classification, Political Science in the alcove adjacent to the 300's, etc. Recommended reading books were left on the shelves in regular classified order. The result was that the student, looking for a recommended reading item browsed through shelves containing other books, and frequently carried home with her interesting books that she had stumbled onto. I have even seen students reading voluntarily such classics as Marcus Aurelius and Thomas a' Kempis which they would have scorned as a classic but enjoyed as a personal discovery. I am afraid the Harvard boys are not getting that. So far as I could see, all the books for Economics 32 were filed together and those for Economics 5 also together, so that in effect this is merely Howard's solution to the reserved books problem - let 'em have self service just like a Piggly Wiggly. To be sure, there is a browsing room, but as most any student will tell you, a browsing room is for keeping up with modern books. I hope I have misunderstood the arrangement.

Lamont Library is a modern type building with huge picture windows, bright colors, bent wood chairs, etc. Fortunately the exterior is sufficiently restrained so that there is no feeling that it is inharmonious with Georgian type buildings adjacent to it. There are reading rooms on three levels, each with its distinctive color scheme - mulberry, gold and turquoise, to be explicit. The stocks are painted the dominant color, the walls lighter. All furniture is blond wood. Lighting is supposed to be the last word, but I was conscious of a distressing glare, partly due to the fact that all lighting is fluorescent instead of the more pleasing mixture with incandescent bulbs as found at Baker Library.

One thing I particularly liked about the reading rooms was the variety of furniture in each, which would permit resting by changing position. There were large tables at which a dozen or more could sit at a time, individual desks, straight back and upholstered chairs in each room. Some of the bent wood chairs with leather seats are going to pieces already. No smoking is permitted in the main reading rooms but on each floor there are smaller reading rooms called smoking rooms.

There are three specialized rooms - the browsing room (quite like a typical club library), the Woodberry Poetry Room and the Forum. The Poetry Room contains not only a library of poetry books but also four turn-tables for recordings by modern poets. Ear phones permit half a dozen persons to listen to what is being played on the selected turn table. I was surprised to find about twenty students listening in rapt attention. The Librarian, an attractive middle aged woman, said this room is very popular and that there are always listeners there. The Forum was a small auditorium seating about 100 people and it is used for debates, forums and small gatherings.

From Lamont I went to the Houghton Library of Rare Books. This is a comparatively new building which I had not seen before. The interior is in Georgian style - three beautiful rooms on the first floor surrounding a circular rotunda. There is not too much to be said about this library other than that it is a treasure house for rare and beautiful books kept in locked cases. The books are arranged by country of publication and under that by date.

I then visited Longfellow House which has been opened to the public since I was in Boston last.

From Boston we proceeded to Albany. There Miss Rogers and Miss Litutzki left me while they made an excursion to the State Library's regional center at Watertown. First, however, State Librarian Gosnell conducted us through the New York Freedom Train then in the railroad yards at Albany. This train consisting of three exhibition cars, the central control car and the cars for personnel, is financed partly by a \$30,000 State appropriation, partly by the railroads (who furnish the cars and free transportation) and partly by local contributions. Guards are enlisted national guardsmen. This train has been on the road since last January. It stays in one town for from several days to a week, and only school children are admitted from 9 A.M. to 3 P.M. This has prevented the long waiting lines and the hurried passage through which took away so much from the enjoyment of the National train. Also the physical arrangement is better. Exhibits are grouped according to subjects, about two to a car, exhibited on opposite sides of the car, in such a manner that it is possible for a teacher to group her pupils around an exhibit while she or someone else explains the items.

This exhibit was prepared by Miss Edna Jacobsen, chief of the Division of Manuscripts and History of the State Library. Her selection of material and labels are very fine, I thought.

The next day I visited the Schuyler Mansion and the Albany Institute of History and Art, and called on Mr. Albert Corey, chief of the Division of Archives and History who unfortunately was out of town. I also called, by request of Dr. Gosnell, on Mr. [redacted] who recently succeeded Dr. Miller as Commissioner of Education Research. Dr. Miller was instrumental in the appointment of the Commission on New York Archives of which I was a member two years ago. This new man did not seem particularly sympathetic towards either archives or the library - indifferent

is perhaps a better phraseology.

I spent several hours in the Division of History and Manuscripts of the New York State Library, of which my long time friend Edna Jacobsen has been head for twenty years. I was very much interested in her catalog which is very much like our own in principle. Card catalogs are not the style in archives at present but both Miss Jacobsen and I like them because the information about holdings is presented in a form familiar to users of libraries and because it permits close analysis of subjects and cognate material. And both of us include, which horrifies some archivists, both printed and manuscript materials. Our theory is that the patron is interested in information and is not particularly interested in the form on which the information is produced.

I was particularly interested in the enrolled laws. These are printed bills bearing the governor's signature and they come bound. While this ensures that none will be lost, it is highly inconvenient in case of a need to exhibit a document or even to produce one in court; the books are so tightly bound that I would think that they would be hard to photograph. Governor Dewey and perhaps other governors, has a habit of writing explanatory notes on these enrolled laws. One I noted said that appropriations had been made to this investigating commission year after year and so far it had not produced a report. Because of the importance of the problem, however, he was giving them one more chance, but that would be the last appropriation he would approve for that project. Another note said something to the effect that, "I know that the above doesn't look like my signature, but I used 22 pens in signing it, so what can you expect?"

We left Albany early Thursday morning September 29, meeting Mr. Harold Wensley for lunch at Syracuse. We visited the Gaylord factory in the afternoon. The furniture line, except catalog cases has been discontinued. We found the manufacture of library supplies a very interesting matter. There was much hand work involved, though Mr. Gaylord kept pointing out how very expensive the machinery is that is used. It is evident that this has been a one man concern and that there is a close personal bond between the individual employees and Mr. Gaylord.

We returned home via Binghamton, N. Y., Harrisburg, Pa. and the Pennsylvania Turnpike, arriving in Springfield Sunday evening October 2. The trip was physically strenuous but stimulating and instructive.

ARCHIVES ACCESSIONS

September 1949

Secretary of State. Index Dept.

Deeds to State Property

(1 case)

6 documents

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County histories	6
History	
Elections	1
Internal Improvements	3
Miscellaneous	5
Archival Technique	1
	<hr/>
	33

By mail

Genealogy	10
Archival Technique	2
History	5
Miscellaneous	5
	<hr/>
	22

Grand Total

307

ARCHIVES CATALOG

September 1949

Name Index

Bureau Co. Federal Census,
1850

226 cards

Catalog

1 series
4 cards

VAULT ADMISSIONS
September 1949

Auditor of Public Accounts	11
Civil Service Commission	12
Commerce Commission	2
Department of Insurance	1
Superintendent of Public Instructions	3
Liquor Control Commission	1
Department of Registration & Education	36
Secretary of State	
Court of Claims	1
Corporation Dept.	4
Executive Dept.	18
Safety Responsibility	5
State Treasurer	15
Supreme Court	2
Waterways	3
	<u>114</u>

PHOTOGRAPHIC LABORATORY

September 1949 *

Photographs (Still)	<u>4x5 negatives</u>	<u>8x10 prints</u>
State Library	4	12
Art. Dept.		
Photostats	<u>Negatives</u>	<u>Positives</u>
State Library		
Administrative Office		
Staff Letter	1	
School Visitor		
Transcripts, 3 of 1	2	
Archives		
Session laws, 181 ^h		
(for L. C.)		1
4 Articles (for Civil Service)	78	
Corporation Dept.		
Recording	<u>178</u>	<u>1</u>
	259	

*Statistics Incomplete

ILLINOIS STATE LIBRARY
ARCHIVES DIVISION
Report for October 1949

Accessions. The Division of Waterways, Department of Public Works and Buildings is sending over canal records quite rapidly now, but most of the records received during the month came in during my vacation and have not yet been accessioned. Those accessioned in October included 4 volumes of land sale records, 3 plot books and the Proceedings of the Board of Commissioners of the Illinois and Michigan Canal, 1836, 1845-1916. Photostatic copies of a number of documents are being made for the Department for office use.

The Index Department deposited title records relating to additional ground purchased adjacent to the U.S. Grant Home at Galena, and for land in Bloomington and in McDonough County. The 1947 enrolled laws have also been transferred to the Archives. The 12 volumes of printed House and Senate Bills for 1949 have been added to the archives of the 66th General Assembly.

Departmental Vaults. The Department of Registration and Education sent records to their vault.

Illinois State Historical Society.

The Illinois State Historical Society held its Golden Anniversary Meeting in Springfield October 7 and 8. I attended all the meetings except the business meeting and the tea at the Executive Mansion. These came during office hours and as a number of members of the Society called at the Archives Building I felt I should be here. The principal speakers were Governor Stevenson, Frazier Hunt, Allen Nevins, Carl Sandburg, Mrs. Fern Nance Pond and Everett M. Dirksen. Mr. and Mrs. R. E. Patton and Mr. A.J. Cope sang folk songs at the Sponsors' Dinner on Friday and as additional feature of the Golden Anniversary Dinner was the Lincoln Douglas Debate from the play "Abe Lincoln in Illinois," given by C. William Horsley as Lincoln and S. Phil Hutchison as Douglas. I enjoyed all the speeches, but perhaps Carl Sandburg speaking outdoors at New Salem was the highlight. I did not get there in time for Mrs. Pond's address. Following the luncheon at the Wagon Wheel Inn I conducted the following on a night-seeing tour of Springfield, Lake Springfield and the Lincoln shrines: Mr. D.A.H. Wright, Acting British Consul General at Chicago (representing Great Britain at the meeting), Mr. John Hauberg of Rock Island, (a past president) and the latter's brother, Louis Hauberg.

Civil Service Examinations. Civil service examinations were held on October 22 for Photographer I (now held by Mr. LaHart and Mr. Rich), Photographer II (now held by Mr. Helm), Document Archivist and Classifier (now held by Mr. Cassidy) and Field Visitor for Archives (vacant). Mrs. Reichler took a Cataloger's examination. Mr. Helm has temporary status under the war time civil service examinations. The performance test for Photographer was given to those who had passed the written test, on October 22. I suggested and produced the documents copied in the performance test and acquainted the Civil Service Commission with the types of photographic problems met with in our laboratory but had nothing to do with the questions on the written test.

I acted as consultant for the two purely archival examinations. Except for the Illinois wartime examinations which were rather poor in quality, this is the first time any state has given a comprehensive written examination for archives. The National Archives examinations have been unassembled. Most of my time between my return from the trip East and my vacation (which began October 15) was spent working with Mr. Chambers of the Civil Service Commission Examination Division. I fed selected literature to Mr. Chambers and his assistants, discussed with them the different phases of archives work to be covered and the relative weight of each, wrote sample questions, criticized questions submitted by Mr. Chambers and in general tried to help him construct a well balanced examination. I felt it very important that we ascertain whether the candidate had judgment as well as apt answers and also whether he could express himself well. Literary ability could be evaluated from the essay questions. The insistence upon true-false and multiple choice questions which could be graded mechanically was a handicap unless the candidate could qualify his answers to explain why he made certain choices. The one criticism which was voiced by a candidate was that different archivists might make different choices and each be right. I believe, however, that the choices were so worded that one answer would be quite definitely correct - that is, that trick questions were eliminated. I have not seen the examination questions as a whole and do not know what was included.

Staff Work

As reported above, my two weeks at the office were concerned with administrative work and I had no time to work on the Perrin collection which I am anxious to complete as soon as possible.

Mr. Cassady acted as archivist during my absence. He reported having serviced the following mail genealogical requests:

Name	County	Year
Stewart	Mercer	1850
Baker	Jefferson	1850
Sullivan	Jersey	1850
Studeville	Montgomery	1850
Scaggs)		
Littler)	Territorial Records	
Riggs	Morgan	1850
Hull	"	1850
Bagley	Montgomery	1850
Doolley	Macoupin	1850
Owens	Revolutionary soldier	buried in Illinois
Cooley	Bureau	1850
Cover)		
Kober)	Union	1850
Hankins	Effingham	1850
"	Fayette	1850
Loughlin	Massac	1870 mortality
Post	Jersey	1850
Fogleman	Macoupin	1850
Forhan	Montgomery	1850
Lee	Seneca	1850
"	Hancock)	

Genealogical requests con't.

Name	County	Year
Oglesby	Randolph	1850
Lang	Williamson	1850
Hudson	Christian	1850)
"	Shelby	1855)
		1865)

Mr. Rountree reports having finished filing most of the letter "P" in the Corporation reports. As anticipated, his hopes of completing the filing in October were not realizable. Mr. Rountree also reports having done some searching of canal records (1 1/2 days) for the Waterways Division, rewrapping the State Census records and Reference Desk work.

Miss Scheffler checked in the four shipments of maps and other canal documents received during the month. Some of these have been put away but we shall have to get some map cases before filing them in the vault.

Miss Scheffler has completed work sheets for the six volumes of Registers and Lots added to the Canal land records. She has also completed entries for 57 volumes of "construction: Field Notes.. Estimate Books" made on legal sized sheets. She is typing the catalog cards. As I think I explained earlier, the search information required for the use to which the canal records are being put by the Division of Waterways, requires much more detailed descriptions than could be put on catalog cards, and more than would ordinarily be demanded. We are therefore keeping this detailed information on legal size sheets to be appended to the inventory and are making the less detailed standard catalog entries on cards. Miss Scheffler is doing a meticulous job and is doing it so well that I am not having to do more than a perfunctory revision on her work.

Mrs. Robeson has alphabetized and filed 681 index cards for the 1850 Federal Census, Bureau Co. Mrs. McFadden and Mr. Cassidy are estimating the number of catalog cards each makes each month, but Mrs. Robeson keeps the exact count for statistical purposes. She has been transferring the Enrolled Laws to new folders, finishing the years 1917 and 1919.

Mrs. McFadden indexed 600 Bureau County names. I am not sure whether these are included in Mrs. Robeson's count of 681, or are a new group.

Mrs. Reichler was out ill on my return to work and is still ill, so I do not have a report from her. I understand that she spent most of the month preparing for her examination. She was typing name cards from her slips when I left. I found some on my desk but have not had time to revise them. I checked before I left to make sure she had the forms correct, etc.

History of State Departments.

The second copy of our history of State Departments has been loaned to Director Mitchell of the Department of Finance for the use of the "Little Hoover Commission." Dr. Isaakoff is going to bring it down to date. We hope it will prove useful for them.

Exhibit. Miss Scheffler prepared an exhibit for the meeting of the Illinois State Historical Society, entitled "Historical Movement in Illinois." A list of documents is appended.

Miscellaneous Notes.

The announcement of the publication of exhibit material by Lee Howard in the July 1949 State Library News Notes has brought a number of inquiries. This announcement was premature as Mr. Howard had particularly asked that we make no announcement until he told us he had the material ready for distribution. Have you heard anything further from him? I haven't. It was rumored at Lubee that he might not carry through the project since several of the states had not wanted to go along with him. I have not had time to give much thought to the matter of collecting our recent series on "Significant Illinois Documents" into a pamphlet. I have in mind something like the one we issued in 1931, a copy of which is appended for your information. Do you want to continue the series of reproductions in Illinois Libraries, or do you want something else for the archival section this year? I still feel I should complete the Perrin Collection work before undertaking anything else. It is nearly done but I haven't found time to touch it for several months. Until I get onto different work I shall not have material for further essays on archival technique, but can fairly easily prepare any number of reproductions of historical documents in the Archives.

Mrs. Renze, the acting archivist of Colorado writes me that she has made arrangements with the University of Denver for a system of Archive Internships patterned to a "large extent after the program you effected several years ago with the University of Illinois of Illinois (sic)... We ... will be using graduate students from the History Department, Political Science, Economics, and the Library School - and possibly, at a later date, from the School of Public Administration." She wanted to know how successful our experiment proved. I wrote her that the final arrangement was with the University of Chicago, but that we never got any interns from there, partly due to the opening of the defense program which emptied the graduate schools. I told her that when later we got an intern, from Brazil, the time when we could profitably use a short term employee was past. Then we planned the program we were just moving into the new building, with much to do. Then it came to planning work for Miss de Merigny we were forced to choose between work problems which would give her a well rounded idea about archival work, or to assign work that would be profitable for us. I said that where the work could be spread over a whole academic year, with opportunities for background lectures by the archivist, it might work. I know that the Virginia State Library some years ago had an arrangement with the two Richmond Colleges whereby students received academic credit for work done in the Virginia archives. The work these students did, I believe, was indexing. I made it quite definite that using students to help the archivist do his work is one thing, and turning out potential archivists something entirely different. Our internship project was intended to be a training program primarily. If Mrs. Renze's is that - well, I didn't say so, but I thought of "leading the blind." It is something we will be interested in watching at least.

The U.S. Census Bureau some thirty years ago distributed its schedules on mortality, the social sciences, education, agriculture, and similar records other than population schedules, to the various State libraries. Miss Skowron turned over the Illinois records (not quite complete) to us. Now the National Archives is computing the cost of having all these microfilmed. We sent Mr. Grover a statement of our holdings. These are consulted quite frequently here.

Respectfully submitted,

Archivist

HISTORICAL MOVEMENT IN ILLINOIS

Exhibit placed in Museum Room, Archives Building, October 1949

Enrolled Laws

- 1847 Will County Literary & Historical Society
- 1847 Illinois Literary & Historical Society
- 1857 New England Society of Quincy
- 1857 Chicago Historical Society
- 1877 State Historical Library and Natural History Museum
- 1887 Abraham Lincoln Home purchased by the State
- 1889 Illinois State Historical Library
- 1903 Illinois State Historical Society made a department of the Illinois State Historical Library
- 1903 Fort Massac, first historical park created by the State
- 1897 Preservation of official documents & records
- 1901 Illinois Historical Survey - \$2500 appropriation made to secure publications concerning the northwest
- 1911 State Educational Building
- 1915 Centennial Building Commission
- 1917 Centennial Memorial Building
- 1943 By an Act of the Legislature the study of the history of the U.S. made compulsory in free schools of Illinois.

Publications

- 1 page with explanatory notes concerning monuments & memorials, & markers.
- 14 pamphlets describing the State Parks, Memorials, etc.
- Map showing state parks, memorials, etc.
- Photo of Centennial Building, on cover of "Illinois State Library"
- Photo of Black Hawk Statue, by Loreda Taft
- A List of Parks & Memorials
- Several copies of "Illinois Public Works" containing the following articles:
 - Historic old Public Well - Shawneetown-St. Louis Trail
 - Donahue, James P. The Covered Bridge
 - Illinois, George L.
 - Old French Fort restored as State Historical Park (Fort Chartres)
 - Black Hawk State Park rich in Indian History
 - First state park is rich in historical associations (Fort Massac)
 - Hall, Carroll C. State Park is memorial to first Episcopalian Bishop (Jubilee College)
 - Historic Swedish Colony Observes 100th anniversary
 - Duel, Thorne. Unique chapter of Illinois' Past (Lewisyon Mounds)
- Photograph of Memorial Hall in Centennial Building housing old battle flags in Illinois.

Publications of the Historical Society and Library

- 1st publications: Newspapers of Illinois
- Journal & Journal Index, v.1
- Collections
- Transactions
- Drury, John Old Illinois Houses
- Journal, October, 1949

ARCHIVAL ACCESSIONS
October 1949

Secretary of State	Volumes	Documents
Index Dept.		
Real estate title 3 cases		10
Division of Waterways, Dept. Public Works & Buildings		
Canal records	6	
Other receipts of month not yet formally accessioned		

ARCHIVAL REFERENCE

October 1949

Routine Departmental Calls

Secretary of State	
Corporation Dept.	
Annual Reports	54
Index Cards	198
Court of Claims	
Closed cases	3
Executive Dept.	
Proclamations	1
Notary Bond	2
Trade Marks	17
Index Dept.	
Deeds to State Property	7
Elections	2
Enrolled Laws	23
Securities Dept.	
Closed cases	6
General Assembly	24
Waterways Division	
Chipperfield report	11
Canal records	4
	<hr/>
	352

Genealogical, Historical, etc.

In Person

Genealogy	
Mortality schedule	1
1850 census	4
History	
Miscellaneous	4
Executive record	2
General Assembly	1
History of State Departments	4
Name Index (Phone calls only)	23
	<hr/>
	34

Mail Inquiries

Archival Technique	6
Genealogy	22
History	8
Miscellaneous	5
	<hr/>
	41
	<hr/>
Grand Total	437

ARCHIVES CATALOG

October 1949

Name Index

681

Catalog

0

VAULT ADMISSIONS October 1949

Auditor of Public Accounts	14
Civil Service Commission	10
Dept. of Finance	1
Illinois Commerce Commission	1
Dept. of Insurance	2
Liquor Control Commission	2
Supt. of Public Instruction	3
Dept. of Public Welfare	3
" of Public Works & Buildings	1
" of Registration & Education	37
Secretary of State	
Court of Claims	2
Corporation Dept.	2
Executive Dept.	18
Safety Responsibility	4
Securities	1
State Treasurer	19
Supreme Ct.	1
Div. of Waterways	<u>1</u>
	122

PHOTOGRAPHIC LABORATORY

October 1949

Photographs

Film

Prints
8x10 5x7

Secretary of State

Secretary Barrett at
Drake Hotel Benefit
Show "Boys' Town
of Italy"

355

Secretary Barrett Home
Party

63

Jackson Club Democratic
Dinner

30

Operators' License Div.
Copy for FBI

2
2

443 4
4

Photostats

Negatives

Archives

Canal maps for Waterways

12 (extra
large)

Inventories of an accession

57
69

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for November 1949

Accessions. The Index Department of the Secretary of State's office transferred the Enrolled Laws for the 65th General Assembly (1949) and 16 documents relating to deeds to 4 pieces of State property. The Division of Waterways transferred 19 volumes and 186 documents (chiefly maps) formerly on file in the Canal Office at Lockport. The Liquor Control Commission transferred 94 legal size drawers of applications for licenses and 28 double 5x8 drawers of index cards, a deposit made in pursuance to the recommendation of the State Records Commission. This latter deposit has not been formally accessioned.

The Registration and Education Department has long contended that it could not transfer any of its personnel files on professional licenses issued, to the Archives. However their vault is now full and they have no further filing space in the Capitol. Mrs. Shelton Howard, now head file clerk, discussed the problem with me and then with the Director. I suggested that persons who had held licenses for 25 years or more were unlikely to become the subject of investigations, so why didn't they bring in the earlier records, say up to the creation of the present Department in 1917. If they found they did have to take them out we could return the file to the department. Mrs. Howard said she is usually sent over just to get information from the files and seldom has to remove them. She thought after the unit heads got used to coming to the archives for their information and found they could even telephone for it, they would want us to take almost everything. She said she would talk up the idea through the department and see what she could do. On the first of December 4 drawers of Midwife Applications were transferred from the Registration and Education Departmental Vault to the Archives. The file covers the year 1874-1929. The index will be retained by the Department for the time being and Mrs. Howard will instruct the archives staff on servicing the records. This should be noted statistically as a December accession, but since all negotiations were made in November it is noted here.

The Division of Waterways continues to feed land records formerly retained at Lockport to us. For many of these they are requesting copies for office use, but that was our agreement with them - we would furnish all photostatic copies needed if they would give us the records.

Departmental Vaults.

The Division of Waterways also transferred some of its correspondence files, and the Division of Architecture and Engineering some plans and specifications, to space in the Departmental Vault for Public Works and Buildings.

Staff Manual

The archivist undertook to bring the archives staff manual up to date and also to prepare our section for the general State Library staff manual. It was decided to file away the old manual, written in 1941 and revised in parts later, and to do a new one as of November 1949, retaining in it only those forms in current use. This present production is intended as an orientation manual for new members of the staff and since both non-professional archives staff would use it, it seemed desirable to bring out some of the basic differences from library techniques, also to detail policies in accessions, reference and other phases of the work.

Archives Exhibit at Vandalia State House

Much time was spent by the Photographic Laboratory and archivist on the exhibit for the Secretary of State's office in the old State House at Vandalia. The exhibit is not by any means finished, but the first group of photographs of documents has been shipped to the architect. One proposal is that photographs of a few documents like the first and signature pages of the Constitution of 1818 might be displayed in an exhibit case, and dummy books open at a photograph of a double spread page should lie on certain desks. Accordingly we sent photographs to exact size of the covers, spine and end pages of several volumes. We sent pages from the 1836/37 House and Senate Journals as though opened to the following pages:

Senate Journal, Jan. 23. Report of the Joint Committee to which had been referred so much of the Governor's message as relates to public buildings (i.e., report on tearing down the old and building the new capitol.)

Senate Journal Feb. 22, 1837. Vote on location of the permanent seat of government.

House Journal. March 3, 1837. Resolution upon subject of domestic slavery by Dan Stone and Lincoln.

House Journal for Jan. 31, 1837. Vote on the Internal Improvements Bill.

The two sets of documents from each Journal will permit an occasional change in the pages of the volume shown.

Governor's Letter Book 1828-34. There is no letter book for the years 1836-38 but this volume was in Vandalia. We copied a report from the chief engineer Bucklin to the Governor entered in that volume in 1831 (apparently both outgoing and incoming mail was copied into the volume). The Governor was not required to reside at the seat of government until after the capitol was removed to Springfield. There is neither documentary mention nor building structural evidence that the Governor had an office in the Vandalia State House. Mr. Reed, the architect, has therefore assumed that the Governor used a desk in the Secretary of State's office. This volume will be exhibited as though some one had pulled it out to examine something and left it open carelessly.

The Executive Record for 1832-37, volume 2, will be open on the Secretary of State's desk as though he were making entries. Strewn about on his desk will be photostatic copies of documents of the same date as the entries shown (August 1836). We used photostats tinted brown, for these nine documents from the Executive File. These can be folded along the original lines

and are of course on the double faced paper. Regular photographic paper cracks if you fold it. The documents chosen from the Executive File for this part of the exhibit are as follows:

1. Certificate of purchase for State land, corresponding to the first entry on the page of the Executive Record shown. (This was the only entry we were able to match exactly from the Executive File. The other documents, ~~document~~ reproduced, however, were actually under consideration as Governor's records filed with the Secretary of State that month of August,
2. 1836 Report by Secretary of State, Auditor and Treasurer to Governor concerning the dilapidated condition of the State House at Vandalia. Aug. 9.
3. Governor's authorization to those officers to tear down the old State House and to use the materials in constructing a new one, the balance of cost to be taken from the Governor's contingent fund.
4. Contract made by Secretary of State for tearing down old State House and salvaging materials.
5. Notice of vacancy in the office of commissioner for the sale of saline lands, Aug. 11.
6. Notice to governor of the death of the probate judge for Clark Co. Aug. 8.
7. Recommendation to Governor for appointment of G. W. Kinkade as probate judge for Lawrence County, Aug. 8.
8. Proposal to purchase additional right of way for the Illinois and Michigan canal at Joliet, Aug. 6, 1836.
9. Resignation of A. B. Jenkins as Lieutenant Governor

The next group of documents, also photostated, were samples of five Lincoln documents. The architect will be disappointed in our selection. Although Lincoln was minority leader during his last years at Vandalia, he introduced very few bills of his own, none controversial bills, presumably because he did want to ask favors but to be able to do them. His particular interests were internal improvements, the State bank and taking the capitol to Springfield. Amendments appear in his handwriting but nothing suitable for exhibit. The documents selected were as follows:

1. 1836/37 session. Report from Select committee on petitions for and remonstrances against creation of three new counties, chiefly from Sangamon County. This report in Lincoln's hand, recommended no division. (Lincoln did not wish to jeopardize the move to get the State capitol to Springfield).
2. 1836/37 session a bill for an act to locate a part of the State road leading from Springfield to Lewiston.

3. 1836/37 session. Report from House Committee on Finance on estimated income and expenditures of State for the next biennium.
4. Special session 1837, S.B.9. An act to extend the corporate powers of the President and Trustees of the Town of Springfield. Bill in Lincoln's hand though he did not introduce it.
5. 1838/39 session. H.B.150. A bill for an act to establish the counties of Menard, Logan and Dane. (The capital secured for Springfield, Lincoln sponsored the bill for the division of Sangamon County now.)

Samples of significant enrolled laws for the years 1836-38 were also selected, only page one being photostated, though we shall probably also send along copies of the signature page. The eight documents selected are as follows:

1. State Bank Act, 1837
2. Location of the seat of government, 1837
3. Internal Improvements act, 1837
4. Charter of city of Chicago, 1837
5. Establishment of present School for the Deaf, 1839
6. Donation of Vandalia State House to county of Fayette and town of Vandalia, 1839
7. Canal loan, 1839
8. Creation of Menard, Logan and Dane counties, 1839

The photographic copies were accompanied by appropriate explanatory labels, also a chart of State government in 1836-39.

There are other documents we should copy for the project, including something from the Council of Revision volume. We are waiting to hear the architect's reaction. He wanted the reproductions to be bound in the volumes to be on their flexible paper. We sent samples of two types. The best reproductions were done on the heavy type used for the Cahokia displays, but this is too stiff. The thinnest paper the photographers could get in the proper size does not take a mat finish, is brittle and not much more flexible than the other type. The photostats are hardly lifelike enough. Personally I think offset printing is the answer and this should not be too expensive for the six to ten pages needed.

Mr. Reed has sent us blue prints for the room and photographs of the furniture to be used. We will ask Miss Bailey to select a number of copies of contemporary State publications for the library and bookstock. I suggested purchase of discarded manuscripts to fill the pigeon holes. Mr. King Hostick told me he could probably furnish these and I referred him to the architect and the architect to him in the matter.

University of Illinois.

Professor Arthur Bestor of the University of Illinois visited the Archives during the meeting of the State Historical Society and asked if he could bring his class on Historical Method for a

visit. Then he decided it would be helpful for me to give a preliminary talk to his class and Mrs. Theodore Pease suggested that she have the other graduate history students at her house the night before. Therefore I went over to Urbana on the afternoon of November 7 and returned the next afternoon. Mrs. Pease invited Professor and Mrs. Dietz to go to the Men's Faculty Club to dinner. In the evening the History faculty, not the students I had expected, turned up at the Pease home. I talked about thesis subjects in Illinois history. This list was mimeographed later but I have not received a copy.

The next morning I talked to the class on historical methods, partly discussing archives as a career for history students (as had been suggested), partly trying to explain our functions and to give a general background for the visit to come.

At the close of the class hour Professor Bestor announced that I would be in his office if any cared to ask further questions. To my surprise eight of the thirty came and four stayed for an hour.

Mrs. Pease is very much interested in the proposed volume on Cahokia to be published by the Historical Library. She feels that Dr. Natalie Belting who teaches part time and works in the Historical Survey part time and who wrote her doctor's dissertation on Kaskaskia, is the appropriate editor. She had Miss Belting in for breakfast so that we could discuss the project. I supposed she had cleared with Mr. Monaghan of the Historical Library but it turned out later that there is some confusion over the matter and that she thought we were sponsoring the project. Mrs. Pease certainly understands the relationship between the Survey and the Historical Library, and knows this is to be an Illinois Historical Collections volume. I presume the matter will be clarified soon.

It was from discussions in the faculty group the night before (Miss Belting being unable to be there) and my conversation with the latter, that I learned that the University is trying to get the Kaskaskia manuscripts. More of that later.

Dr. Bestor entertained for me at the Men's Faculty Club that noon. After that I dropped in to the University Library to see Dr. Icko Iben and Ralph McCoy, former members of the State Library staff. Dr. Iben was in but Mr. McCoy and the head of the Library School were in Grand Rapids attending the regional meeting of A.L.A. Word of my being in town had preceded me to the library and I found a message from Mr. Downs that he hoped I would call on him. As I have not had the pleasure of meeting him I waited until 2:30 P.M. for him to return from lunch, then left as I wanted to reach Springfield before dark.

The Saturday after Armistice Day the Bestor class visited the Archives Building. They had lunch at New Salem and then visited the park. As they had arranged for someone from the

Division of Parks to talk to the students I declined their invitation to accompany them.

Kaskaskia records.

Upon my return to Springfield I reported what I had heard about the Kaskaskia records. On November 30 Miss Rogers and I visited Chester to find out what if anything could be done to revive the project to deposit the records in the State archives. We discussed the matter with several interested local persons and visited the Court House but did not broach the subject to any county official. The Kaskaskia records were shown us most courteously by Mr. Harold Hahn the Circuit Clerk in whose office they are at present housed. The records we saw were crepelled, mounted on large sheets of paper and filed in 18 large portfolios containing 100 documents each. The portfolio we examined was labelled "Personal Papers" and seemed to contain the records of the French notary for the Illinois country missing from the Cahokia records. This particular portfolio covered the years 1747 to 1768 and were signed by Bertlor Barrois who was the notary from 1737 to 1756 when he was succeeded by Joseph Labuxiere. Barrois had his office in Cahokia until 1743 when he removed to Kaskaskia. In 1755 he went to New Chartres. In the early part of the Registre des Insinuations des Donations, the notary's register, all documents were transcribed in extenso into the volume but towards the end of his term of office Barrois seemed to file the documents and register only the crucial points of the records. Labuxiere seldom recorded in extenso. It would seem probable that when Barrois moved to New Chartres he carried with him the Registre but left the documents behind. The documents we saw are earlier than the ones printed in the Alvord volume which covers 1778-1790. Probably a fuller description can be found in Miss Belting's book, a copy of which is not at hand at the moment.

Civil Service.

Mr. Cassady and Mrs. Reichler having passed their written tests for their civil service status were called for oral interviews on Saturday November 19. Mr. Cassady had to go to Chicago for his. Dr. Jesse K. Boell, State Archivist of Wisconsin, Dr. Herbert A. Kellar of the McCormick Historical Association and a member of the Civil Service Commission staff gave the oral examinations for archives. Mr. Cassady took examinations for both Document Archivist and Classifier and for Field Visitor for Archives. Others who took the examinations included Mr. Ernest East, Mr. Fox and a man from the National Archives. Just as I was writing this Mr. East came in with his notice that he had failed in the Document Archivist examination as he had anticipated, but had received a "tentative" qualifying grade of 70 in the Field Visitor's examination. Mr. Cassady has had no word as yet.

Staff work.

Beginning Monday November 23 all the State Library staff has been working an 8:30 to 5 shift. There was surprisingly little grumbling, at least to my face. Mr. Cassady even remarked in his monthly report, "The new time schedule has its bright side for me, but I suppose I wouldn't be popular to mention it. I have two, sic, hours more that I can apply myself and I should

make good progress this month." What Mr. Cassady means is that on account of the schedule of his "ride" from Pawnee he has to be in town the longer time anyhow and does not mind putting in the time since he, being around, is often called upon for office business in what, under the staggered schedule, should be his free time. Mr. Cassady is always generous with his time.

I quite literally stole two days from administrative work to work two days on the Perrin Collection. I proofread and filed the name index cards being typed off by Mrs. Reichler and Miss Winterbauer from Mrs. Reichler's slips. I am very anxious to finish the index and certain things which have to be done on the collection as a preliminary to making microfilm copies for Miss Beltine's use. I feel that we are justified in making these copies on three counts: 1) This will be an insurance copy at the University; 2) We always make copies of records needed for the use of other State departments; 3) Our willingness to let them have copies may deter the University from its announced intention of getting the Kaskaskia records.

Mr. Cassady wrote approximately 400 and Mrs. McFadden 575 cards for the federal census of 1850 for Bureau County.

Genealogical work was comparatively light, Mr. Cassady reported searches for mail inquiries for 2 names in the 1840 federal census for one county each; 9 names in the 1850 federal census in 12 counties; 2 names in the 1855 State census for 3 counties; 2 names for 1865 State census in 3 counties. Mrs. McFadden reported that the reading machines were in use by the public approximately 2½ days during the month that the film for 4 counties in the 1840 and for 5 counties for the 1850 census records were used.

Mr. Cassady has done a number of odd jobs during the month, checking in new accessions, helping Mr. Bountree with the filing, etc

Mr. Bountree is filing in the letter "S". After that letter is completed the rest of the filing will go fast. However, it is time for the next year's reports to come. He has also supervised the receipt and packing of the Liquor Control Commission records. Mrs. Robeson unfolds and staples reports and both Mr. Cassady and Mrs. McFadden have helped with filing. I do not believe it will take so long to file next year as this because this year an unusual number of "10's" folders had to be added. When a corporation has filed reports for ten years it is given a separate folder. The many businesses which started up just before the war and towards the end of the depression are just now reaching their first ten year anniversaries.

Miss Scheffler has completed most of series A, B and C of the Illinois and Michigan canal field notes. Her report reads as follows:

Series A, B and C. of the Illinois and Michigan Canal Construction: Field Notes are now entered, on legal sized sheets, giving detailed information for the shelflist. Number of pages typed 53.

Miss Scheffler's report (cont.)

Series A 74 volumes; Series B 57 volumes; Series C 36 vols.

Number of cards typed:

Series A was reported at an earlier date.

Series B ... Catalog cards 233

Series C cards are not yet completed

Total number of cards processed this month:	Typed	Filed
Catalog cards	233	261
Cross reference (catalog)	15	15
Guide cards (catalog)	14	14
Name Index (Series C only)	<u>356</u>	<u>356</u>
Totals	618	646

NAME INDEX

Cross references	11	11
Cards	<u>356</u>	<u>421</u>
Totals	367	432

The above Name Index cards, for the Illinois and Michigan Canal, are filed in a separate drawer, and placed to the left of the regular catalog along with two drawers of Illinois and Michigan Canal catalog entries of Series A and B Construction: Field Notes. It seems advisable to keep the Illinois and Michigan Canal material as a separate unit until more of the series have been completely cataloged.

Mrs. McFadden, besides her indexing and her regular desk work prepared the election records which came over recently.

Mrs. Robeson has been transferring the enrolled laws to the new folders, covering the years 1919-21. She has also stapled and unfolded corporation reports and miscellaneous filing.

Visitors.

Mr. Price of the Public Instruction Department brought in two German educators touring the country.

Dr. Robinson, the new Tennessee State Librarian spent two days in Springfield. He is for the time being, devoting his time to planning the new State Library and Archives Building while Mrs. Moore, State Librarian Emeritus is continuing the administrative work. Dr. Robinson was formerly professor of American History at Vanderbilt University. He spent the first day of his visit with me. After discussing archives work and touring the building we went out to New Salem.

Miscellaneous Notes.

A new Diebold microfilm processor is being installed in the Photographic Laboratory. This should relieve some of the congestion in the dark room. Because hand development took so long it was sometimes impossible to do that work along with the other photographic work in process.

We still need another darkroom, however, and we hope that can be arranged for when and if the Laboratory can be expanded into the rooms just beyond the present space.

Five panes were shot out of the south window of Miss Bailey's office, evidently by a B B gun, on the night of November 7.

The keys to the Archives Building held by the building engineer disappeared some time during the last week of the month, whether stolen or mislaid is not known. We put a padlock on the tunnel entrance. A few days later, however, we discovered that the door from the tunnel to the utility tunnel connecting the engineers office in the Centennial Building with the mechanical room in the Archives Building was unlocked. No one can enter the mechanical room from the archives side without a key, but anyone could get into that building through the door to the mechanical room which is unlocked from the inside. I had an opportunity to discuss this with Mr. Johnese and he said that door was supposed to be kept locked and that he would watch it more carefully. The latch can only be taken off by the master key. Some one with a master key may inadvertently unlock the latch in unlocking the door, but so far I have been unable to fix the responsibility. Since Mr. Johnese has promised to keep watch of it and I have instructed our watchmen to inspect the door when the building is closed at night I anticipate little further trouble from this point.

The archivist has been appointed chairman of the program committee for the next annual meeting of the Society of American Archivists which will meet in Madison, Wisconsin, October 9 and 10 (tentative dates).

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

November 1949

Secretary of State

Documents Drawers Vol.

Index Dept.

Enrolled Laws, 1949	729
Deeds to State Property (4 cases)	16

Shipping Dept.

Printed bills, House and Senate 1949	12
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Dept. of Public Works and Buildings

Div. of Waterways Illinois & Michigan canal records	186	19
	<hr/> 931	<hr/> 41

ARCHIVES REFERENCE
November 1949

Routine Departmental Calls:

Secretary of State

Corporation Dept.	192
Annual reports	86
Index cards	2
Fee book	

Executive Dept.	2
Executive Register	18
Trade marks	

Index Dept.	1
Deeds to State property	16
Enrolled Laws	1
Election	

General Assembly	36
------------------	----

Waterways Div.	10	
Chipperfield report		354

Historical, Genealogical, etc.

In person

Genealogy	4	
1840 Federal census	5	
1850 Federal census	1	
1853 State census	1	
1865 State census	1	
Name index	2	
Miscellaneous		14

History	1	
Constitutional convention 1818	1	
Executive Record	1	
Certificates of purchase	3	
General Assembly		6

Archival Technique	2	
--------------------	---	--

By mail

Genealogy	9	
History	6	
Archival Technique	4	
SAA program	2	
Miscellaneous	7	

Grand Total

	28
	404

ARCHIVES CATALOG

November 1949

Archives Reference File

Illinois and Michigan Canal

Series C	233 cards
Cross References	<u>15</u>
	248 cards

Archives Reference Books	4 cards
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Name Index

Perrin Collection	876 cards
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Illinois & Michigan Canal	356
Cross references	<u>11</u>

Federal Census, 1850,	
Bureau County	<u>985</u>
	2481 cards

VAULT ADMISSIONS November 1949

Auditor of Public Accounts	12
Civil Service Commission	11
Illinois Commerce Commission	3
Dept. of Insurance	4
Liquor Control Commission	6
Supt. of Public Instruction	2
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	43
Sec. of State	
Court of Claims	2
Corporation Dept.	4
Executive Dept.	22
Safety Responsibility	2
Securities	1
Supreme Court	2
State Treasurer	14
	<hr/>
	129

PHOTOGRAPHIC LABORATORY

November 1949

Photographs	<u>Negatives</u>	<u>Prints</u>		
		8x10	11x14	16x20
Secretary of State Mr. Barrett	25	85		
Archives Dept. Vandalia exhibit	<u>23</u> 48	<u>85</u>	<u>4</u> 4	<u>27</u> 27

Photostats	<u>Negatives</u>	<u>Positives</u>	
Corporation Recording	130		
Waterways Dir. For Waterways For Conservation Dept.	315 28		28
State Library Mr. Myers Archives Dept. Vandalia exhibit	6 <u>479</u>		<u>27</u> 35

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for December 1949

Accessions.

The Index Department of the Secretary of State's office transferred the following records:
Election records, 1941-49 (miscellaneous). 11 documents.
Title records. 360 documents, including 353 for Conservation Department lands.

The Liquor Control Commission, pursuant to recommendations of the State Records Commission, transferred applications for licenses 1934-42, with card index to same.

The Department of Registration, which has always contended that it could not transfer any of its records to the Archives, has completely filled its Departmental Vault. After a series of conferences with Mrs. Shelton Howard, chief file clerk, it was decided to bring some of the earlier records into the Archives proper on an experimental basis - that is, to find out if it is not possible to use the records in the Archives Reference Room without taking them to the office. Mrs. Howard thinks it unnecessary to remove them, but is having to do a selling job in the office. To date we have received the records for real estate salesmen and midwives through the year 1929. At my suggestion, requests by outsiders to inspect these records shall be referred back to the Department.

The Division of Waterways deposited 60 volumes of canal land records, and 7791 documents including lot and land certificates of purchase and 500 plats.

Departmental Vaults. Authorizations for transfer of records to their respective Departmental Vaults were issued to the Division of Waterways, Liquor Control and Correspondence Filing Division of the Corporation Department of the Secretary of State.

Perrin Collect.

The archivist has indulged in a number of activities the past month, not quite accomplishing her goal of completing her part of the work on the Perrin Collection. Cards for all of the French names have been typed and filed. Mrs. Reichler and Miss Winterbauer are typing on the English names, something less than 1000 slips remaining. I have about 100 re-checks to make on cards where there is some question, but will leave that until all cards have been typed since there will doubtless be more. Some of the bound records indexed by Dr. Iben have not been rechecked - something less than 2 drawers of cards. These will be checked with the card file for duplication and probably left as they are for the time being, since most of the records involved are in fragile condition. I did not quite complete the cataloging of the bound volumes - have perhaps two or three more days of work on this. Substantially, we can call the work on the Perrin Collection completed. There are a number of drawers of materials for the

period after 1818 which we have simply filed chronologically. There are also several drawers of miscellaneous historical material which should be examined before writing Finis.

When I was in Urbana in November Mrs. Pease, who succeeded her husband as head of the Illinois Historical Survey, told me that she wanted Dr. Natalia Belting of the History Department and who wrote her doctor's thesis on the Kaskaskia records, to edit the Cahokia records. I thought both understood that this was to be a volume in the Illinois State Historical Collections series published by the Illinois State Historical Library. After my return home a letter from Miss Belting asking for an allowance for editorial expense indicated to us that she did not understand this. We had promised a microfilm copy of the French documents for her to work upon at Christmas, with the understanding that this copy should be deposited either in the Illinois Historical Survey or the University Library as an insurance copy. Delay in getting the new microfilm processor and then in getting the film for it, prevented our getting the work out on time. Four letters to her have gone unanswered and Mr. Monaghan told me last week that he had heard neither from Miss Belting nor from Mrs. Pease on this subject, so I don't know what the status is just now. We are making the microfilm on general principles, anyhow. We are not copying those sections of the file printed in Alvord's Cahokia records. Having seen the Kaskaskia records which seem to dovetail with the early notarial Registre, I feel now that those records should be printed at the same time. Alvord was interested only in the period of the American revolution and did nothing with the earlier records. Miss Belting and I had agreed informally on setting a date limit of 1809, by which time practically all the French had gone from the district. If the Kaskaskia records are included, and search made for cognate records in Belleville, St. Louis and in the transcripts to be found in the Illinois Historical Survey at Illinois, we might have enough material for a volume to cover the period prior to the American Revolution where Alvord's transcripts begin. I have not told Miss Belting that I have seen the Kaskaskia records, hence do not wish to discuss this with her for the present. I hope she has decided not to do the work now.

Vandalia exhibit.

The program for the archives exhibit for the Vandalia state house seems to have expanded. Originally Mr. Reed suggested a few photographs of records for exhibit purposes. I suggested reproduction of a couple of dummy volumes, and we sent a large number of copies. When the architect purchased furniture, however, it all seemed to have glass front cases which gave him the idea that it would be desirable to have a working office for the Secretary of State created in detail - looking just as if books, records, etc. had been spread out for office use. After conferences between Mr. Vicars and Miss Rogers and Miss Rogers and me, Miss Rogers wrote to Mr. Reed suggesting a personal conference since correspondence had proved unsatisfactory.

Rearrangement of Archives Vaults.

Last summer we provided for shelving all the Illinois Documents Collection together on Levels 8 and 9, thus releasing for Archives use Levels 1 and 10 which had also been used. Miss Bailey has not yet found time to move off Level 1 but has concentrated on getting the maps formerly housed on Level 10 put away in the Special Vault. At the time this rearrangement of shelving was made, we moved a number of files.

We had estimated that we should have to have a major reorganization of the Archives vaults in about two years, but the decision of several departments to begin transfers to the Archives has required some rearrangement this winter. At the time the Archives vaults were first occupied, we put smaller series between the larger series so that when expansion should be needed in those larger series, we would need to move only those smaller series. That time has come for the Corporation records. By removing the TradeMarks, Executive Department Land Records, Executive File and Secretary of State's Miscellaneous File to the 4th level and the Court of Claims records to the 12th level, and by shifting drawers of the Corporation Reports we have made room for 5 to 10 year's expansion. The crowded condition of this file is one thing which has slowed up Mr. Rountree's filing so that the next year's reports are coming in before the ones for the preceding year have been finished. 597 drawers were moved in the last two weeks under the supervision of Mr. Cassidy and Mr. Rountree. Mr. Mitchell loaned us three men each morning and the Archives janitors helped in the afternoons. There is about 3 days' more work on this project.

More filing cabinets (legal size) will be urgently needed before the end of the biennium.

Repairs on Binding

Mr. Siebert of New Method Bindery inspected the bound volumes in the Archives. No repair work has been done for ten years, not even oiling the backs of leather bound books. Many volumes at present seem to need only rebacking, but the rebacking of large record volumes, involving as it does, broken tapes, is a far more complex problem than rebacking of library books. Further complications are our inability to send the records away to be worked upon and the fact that there are very few binders capable of doing our work. So far as I know, Mr. Siebert has not made recommendations.

Microfilm Processor.

A Diebold automatic microfilm processor which will develop and dry microfilm automatically in one hour has been installed in the Photographic Laboratory. This relieves a congestion in the Photographic Dark Room which has made it almost impossible to do any microfilming the past two years. There is still congestion in the dark room which probably cannot be relieved until we recover the space in the rooms west of the Laboratory.

We can now consider taking up a long dreamed of project for microfilming the earliest county records. Procedures have been standardized and the field visitor provided through Civil Service, if he be appointed, would have the know-how to select documents and supervise the microfilming.

Civil Service.

Miss Winterbauer took the first part of the civil service test for Clerk - Typist on December 10. She has not yet been called for the completion test.

Staff Hours.

The staff of the entire State Library worked an 8:30 - 5 shift (exclusive of lunch time) each day for the two week period ending December 12. Each member of the staff was given one-half day for shopping between December 12 and 23. The office closed from 3 P.M. Friday December 23, to Monday December 26, and from 4:30 P.M. Friday December 30 to Monday January 2. I am sure everyone felt the few hours overtime worked earlier in the month more than compensated by these generous holiday allowances.

Power Plant.

The new electrical and other lines from the new State Power Plant have kept the Capitol grounds torn up for several weeks. Mr. Cassidy became very much exercised one noon period by drilling through the north wall in the Archives Building at a spot he knew would hit one of our transformers. He called Mr. Darby, the Power Plant, etc., without getting results, finally called the Architect's office and insisted on their sending over an engineer. The engineer made a test hole lower than planned, and missed the transformer by less than two inches. He then stopped proceedings until he could get hold of the electric company to move the transformer. The Central Illinois Power men commended Mr. Cassidy for his interference, saying that unquestionably the men drilling through the wall would have been killed and probably the lights put out all over this section of town had the hole been drilled as ordered by the contractor.

While the side walk in front of the Archives Building was torn up, I took upon myself (the Assistant State Librarian being out of town) to suggest to Mr. Bosciter that when the walk should be relaid, it should be sloped to carry off the water which has always backed up over the walk. Characteristically, Mr. Bosciter carried out the suggestion.

Miscellaneous.

We have answered two lengthy questionnaires, one from the American Historical Association on care and reference use of manuscript collections and one from the Rhode Island Records Commissioner on various phases of archival procedures.

The acting archivist of Colorado wrote that her department is about to be placed under state Civil Service, and asked for job descriptions and duties. I sent her a copy of the specifications already set up. I was interested in the jobs she listed: Archivist, assistant archivist, research assistant,

vault technicians, microfilm supervisor, microfilm operator, photographer and photo-duplicator. The term "vault technician" might be a good term to apply to what Mr. Hountree does, which should be rated above "file clerk."

The archivist is serving on the State Library Committee on job standardization. We have had one committee meeting which served, in my own case at least, to clarify thinking as to what is wanted from us. Mrs. Langston, the chairman, has also held conferences with individual members of the committee, including myself.

We have had a sudden, through not excessive, upsurge of requests for copies of our catalog rules published in 1938, the latest requests coming from Jamaica, W.I. and from the U.S. War Department. I am interested in this because one of the suggestions for the program for the Madison meeting of the SAA was for a paper on whether or not archivists are abandoning the HRS concept of descriptions (upon which our rules were based). One of the things I hope to find time to do in the near future is to do a good bit of archival description so that we can reconsider the fundamentals of archival description. Miss Scheffler has been instructed to keep notes as to policy decisions and the snags she has encountered. Probably instead of a revision of rules we will make it an Illinois Libraries article on fundamental concepts.

Miss Spiller, a graduate student at Southern Illinois University is writing a history of Jackson County. She is handicapped by the fact that the county records were destroyed in the court house fire of 1843 (?). She spent several days here working on Conrad Will material found in the General Assembly and other files, and I suspect will end by writing a biography of Will instead of the county history.

Exhibits

Miss Scheffler, aided by Mrs. Robeson and with the always generous supplies of pictures, etc. furnished by Miss Kissinger, produced a most colorful exhibit for Christmas. A description of this exhibit was included in Mr. Bolair's publicity release on the State Library's Christmas displays. The Pope room exhibits were as follows:

East (wall) case. Top shelf: A copy of Pietas Madonna di Giovanni Bellini opened to "La Madonna Col Bambina su Fondo Al Paese," flanked on either side by silver foil angels. "Merry Christmas" was spelled out in four - dimensional letters. The second shelf displayed an old family Bible opened to the Christmas story by St. Luke, marked with a broad crimson book mark. On either side an antique brass candle stick and snuffer with tray. For the background there was a colored reproduction of the Madonna which appeared on the cover of the December Ladies Home Journal. The bottom shelf contained a creche.

Other cases displayed illuminated manuscripts; a map of Mary's Christmas Journey; a Christmas prayer by Robert Louis

Stevenson; illuminated copies of Christmas carols; Christmas cards typical scenes of Christmas celebrations in many countries of the world; a collection of attractive children paintings by various artists; and a number of the Christmas annuials published by the Augsburg Publishing Company. One of the most striking features of the exhibit were the 20 plates, in black and white, from the Unit of Teaching Pictures prepared by the Informative Classroom Picture Association. These plates depict Christmas in many lands, beginning with the festival of Saturn and ending with Christmas in Mexico.

"Les Grandes Heures de Rohan" was displayed in one case. These nine plates with their lovely coloring give the artist's conception of the Great Hours in the life of Christ. They are: The Visitation; Announcement to the shepherds; Flight into Egypt; Pentecost; Deposition from the Cross; Calvary; and the Resurrection of the Soul.

The Mexican Madonna belonging to the State Library was displayed in one of the second floor lobby cases.

For New Year's the same exhibit was used except for the west wall case in the Pope room. "Happy New Year" was substituted for "Merry Christmas" and the other exhibits were removed except for the candlestick and snuffer. One shelf shows the negotiable instrument act of 1861 which first legalized New Year's day as a holiday. A printed copy of the 1847 House Journal is open to the printed page of the 1847 House Journal showing that the General Assembly (and presumably the State House) did not close for New Year's day.

For the January exhibit we had thought of showing some of the beautiful book bindings owned by the State Library. Miss Rogers, who had made the suggestion, thought it best to postpone this exhibit until she had called a committee meeting to see if our exhibits in the Archives cannot better be coordinated with those of the State Library. While properly speaking most of our exhibits should stress archives, we do have a larger and safer exhibit space than elsewhere in the State Library. There are many subjects available for archival exhibits - the history of labor legislation, for instance, but this should, if possible, tie in with something Mr. Meyer, might want to work out.

Staff Work.

Mr. Cassady and Mr. Bountree have spent most of their time on the shifting of files described above and in checking in the new accessions.

Mr. Cassady reports having checked census records for 10 names in 12 counties for 1850, 1 name each in 1 county each for 1855 and 1865. He reports having made 318 index cards for Bureau county 1850 federal census. There are about 2500 more names in that count. He continues to spend 2½ hours daily at the reference desk.

Mr. Fountree has not had much time for filing this month, but has completed the letter "S". He estimates that the rest will take about one week's time. The "not for profit" reports for 1946 and 1947 which came over together last year have not been filed, and the Corporation Department is ready to send the years 1948 and 1949. Mrs. Robeson will file the four years in one alphabet and we hope to get definitely caught up next year.

Mrs. McFadden has helped with the filing of corporation cards, the letter "E" being finished. She reports having made 650 Bureau County 1850 census index cards.

Mrs. Robeson has transferred enrolled laws to new folders for the years 1921-1925. She has filed index cards, stapled "U" reports for Mr. Fountree and assisted Miss Scheffler in dismantling the old exhibit and preparing the Christmas exhibit. She also has substituted from time to time at the Reference Desk.

Mrs. Reichler and Miss Winterbauer are typing the index slips Mrs. Reichler has made. Mrs. Reichler is an accurate typist with an even touch, though she has not yet got her speed up. Next I propose to start her indexing transcripts of county commissioners' proceedings. By making over index before having the Proceedings typed we hope to be able to make a more accurate transcript from the pencil copy.

Miss Scheffler's cataloging activity is reflected in her catalog statistics. She notes that the recent accessions from the Division of Waterways contain a number of volumes which fill out gaps in series received several years ago from the Lockport office. Miss Scheffler has accomplished this cataloging and exhibit work despite the handicap of her having to be absent mornings because of her inability to get a responsible person to stay with her aged and ailing mother. She comes in from 1 to 5 each day so does not lose a whole half day.

Respectfully submitted,

Archivist

Miss Elizabeth Hall . Nat. Lib. Australia

ARCHIVES ACCESSIONS

December 1949

Secretary of State

Drawers Documents Vol. Maps

Index Department

Election Records, 1941-49
(miscellaneous)

11

Deeds and abstracts

365

Liquor Control Commission

Applications for Licenses

Down State

37

Chicago

57

Index Cards

56

Registration and Education Dept.

Real Estate Salesmen Applications
1-59999, 1922-29

31

Mid Wife Applications
1st. 3rd series

4

Division of Waterways

I & M canal records

	7791	60	500
185	8167	60	500

ARCHIVES REFERENCE
December 1949

Routine Departmental Calls:

Secretary of State	
Corporation Dept.	159
Annual Reports	115
Index Cards	3
Correspondence	
Executive Dept.	2
Executive Register	21
Trade Marks	
Index Dept.	5
Elections	20
Enrolled Laws	
Securities Dept.	2
Closed Cases	
Insurance Dept.	1
Annual report	
General Assembly	22
Division of Waterways	2
Chipperfield report	11
Field books	
	<hr/> 263

Genealogy, History, etc.

In person		
Genealogy	3	
County history	8	"
Name index (phone)		
History	29	
General Assembly	10	
Jackson Co. Board Minutes	3	
Randolph Co. Board Minutes	15	
Executive Record	1	
Governor's Messages		
Constitution	1	
1818	1	
1870	1	
Constitutional Convention, 1813	1	
Territorial Census, 1818	2	
Election Records	1	
History State Government	3	
Miscellaneous		
	<hr/> 79	
By Mail	11	
Genealogy	9	
History	6	
Archival Technique	5	
S.A.A. program, etc.	15	
Miscellaneous		
	<hr/> 46	

Grand Total

388

ARCHIVES CATALOG

December 1949

Catalog	Series	Cards	Cross Ref:	History Cards
1850 federal census, Schedules 3-6	4	38	2	
Wabash River Commission 1823	1	3		
Perrin collect.	11	28		5
I & M canal records 1 major series, 36 vol.14	30	252	2	5

Detailed shelflist, 15 pages

Name Index

Perrin collect.	1330
Bureau Co. 1850 census	769
I & M canal	25
	<hr/> 2124

VAULT ADMISSIONS December 1949

Auditor of Public Accounts	19
Civil Service Commission	5
Illinois Commerce Commission	5
Liquor Control Commission	8
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	41
Secretary of State	
Corporation Dept.	7
Executive Dept.	21
Safety Responsibility	4
Securities	1
State Treasurer	31
Div. of Waterways	<u>6</u>
	149

PHOTOGRAPHIC LABORATORY

December 1949

	Positive	Negatives
Photostats		
Archives		25
State Library		12
Corporation Recording		21
Div. of Waterways		
(Mathewson Survey in		
Archives)		<u>175</u>
		233
Photographs	4x5 Negatives	8x10 Prints
Secretary of State		
Home		93
Office Force		48
SOB Party		150
Blue Book		
Supply Room	6	12
Auto Dept.		
Peopel buying plates		20
	<u>6</u>	<u>323</u>

STAFF MEETING
January 24, 1950

Walter Myers reported that the week of February 13 he is to spend time in the Chicago Office of the State Department of Labor, helping them to reorganize their departmental library. He also mentioned planning an exhibit for the University of Illinois clinic on Public Relations for Labor Leaders, to be held at the Navy Pier soon.

Mrs. Langston reported on progress of work in establishing district libraries in various parts of the State. All Kankakee County except the towns of Kankakee, Momence, Bradley and Southwest township will be one unit if the project goes through as planned. Petition for the district is to be filed Jan. 27 and election on establishing the district will be held in six weeks.

In Piatt County there are several struggling township libraries and the problem is to make them see the necessity for cooperation in establishment of a united district. Rantoul is sympathetic to such plans for a larger unit. Secured a 99 year lease was taken for a building site and \$40,000 bond issue for a library building.

The regional meetings will be held in April. Since I.L.A. is meeting at Peoria in May, there will be no regional meeting in the central part of the State in order to pull as many librarians of that district as possible to the larger I.L.A. meeting. The exact locations for regional meetings are not all definite as yet, but they will probably be held in Pinckneyville, Carmi, Danville, Joliet, Rockford, Princeton, Carrollton.

Region 4. The Marshall county district library was voted for last April and is coming along well. The new library board has been appointed.

The seven townships in northwestern Woodford County is preparing for an election to create a library district there.

Union County, Alma Lundeen district librarian, reports additional bookmobile stops. The bookmobile will move into Johnson County next year. Miss Rogers calls attention to the pictures of this bookmobile posted on the staff bulletin board on the 3rd floor of the Centennial building (in stacks)

Mrs. Arzinger, field visitor, is working for some extension plan in De Kalb next year. She was there the day of the staff meeting.

The regional meetings will be workshop clinics. For instance, many local librarians do not appreciate the real reason for the annual reports required to be filed with the State Library. One librarian in a tiny community, for instance, reported a circulation which would be unusual in a larger place, and she probably just set down a figure to have one. These workshops will try to motivate the work of the small libraries.

Recently libraries with budgets under \$500 were notified by the State Library that we would give them long term loans up to three books per child under 16, so soliciting one region after

another. This procedure will release funds for the beneficiary Library's purchase of more books for adults. The letters on this have gone out very recently, and to date one library has applied for such a loan.

Mrs. Langston called attention to a very good article on library extension which appeared in the December 1949 number of Minnesota Libraries

Alton voted against having a public library tax last Saturday. They have a building and an endowment, but the endowment has to be used for building upkeep. The library was closed a year ago for insufficient funds. Last summer the State Library deposited books in school libraries which were operated during the summer, but it is not known whether they will do so this summer again - i.e., whether the school board will stand the expense.

Miss Ringering is in Europe. She will be back March 10. She was given some help towards the cost of visiting and reporting on libraries. One of the Library Advisory Committee from the University of Illinois (I didn't catch the name, a Scandinavian name like Lindstrom or something of the sort) is also abroad, and will come over on his return to talk about Scandinavian libraries.

Mrs. Howard announced that at long last the group which selects books for the Pupils Reading Circle has invited the State Library to have a representative. Miss Wright remarked that they were trying to get a librarian on that board forty years ago and that the mills of the gods certainly grind slowly.

Miss Wright announced that 99% of the requests for music records are for classics. The circulation is double that of a year ago. In the last year she has sent records to 103 communities in 50 countries.

Mrs. Stevens, substituting for Miss Klisager announced that Vault B, i.e., the old Archives vault off the second floor of the Centennial Building, which has been used for shelving fine arts books has overflowed to the corridor outside that vault. The Art Department is now circulating as much in one day as in a week a short time ago.

Miss Skogh asked for a display in the Centennial building of important recent Illinois and Federal documents. She said this was needed as much by the reference staff as the public, since they don't see the new publications. Miss Bailey promised to bring copies of important and interesting new Illinois publications to each staff meeting.

Miss Rogers announced that A.L.A. again has a Washington office, in charge of Mrs. Malber, with headquarters in the Congressional Hotel.

Miss Rogers feels that many of the staff, particularly new members are not sufficiently acquainted with what other divisions of the

State Library are doing. She therefore wants to have an open house for the staff, and appointed as committee to plan the same and to set the date: Miss Skogh, Mrs. Ennis, Miss Nichol

On February 2 the Zonta Club is meeting at the State Library at 7:30 P.M., particularly to see the art materials. Miss Rogers wants all unit heads to meet with them and to conduct a tour of the library after their meeting.

The first volume of Collier's Encyclopedia was passed around. This is to be in 20 volumes priced at \$125 to libraries.

Several are to attend the A.L.A. Midyear Meeting the latter part of this week. It is being held at the Edgewater Beach Hotel.

A letter from Mr. Wernsing was read, in which he urged all employees of the Secretary of State's office to give generously to the March of Dimes. Miss Osterholtz is to collect the money which will be turned in not later than February 1.

Mr. Price, the new State Librarian of Missouri, who was the guest of the Illinois State Library the first half of this week, was present at the staff meeting. He expressed his appreciation of the hospitality extended to him and said he would prefer to address his questions directly and in more detail to the unit heads as he made the rounds, rather than to talk at the meeting.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for January 1950

Accessions. The Corporation Department of the Secretary of State's office transferred Annual Reports for "For profit corporations" for the year 1948 and for "Not for profit corporations" for 1948 and 1949, fee books for 1947 and 1948, and Secretary of State correspondence for 1937-38.

The Index Department sent Real estate title records for 1 case and Resolutions by the 1949 General Assembly. We still do not have Senate records for that session. Perhaps now they will not come until the clerks prepare for the next session.

The Superintendent of Parks of East St. Louis deposited the transcripts and indexes to St. Clair Co. records prepared by the WPA museum project which was headed by Josephine Boylan. Mr. Cassady made a special trip to East St. Louis to get these records. They are a valuable supplement to the Perrin collection.

The Division of Waterways, Department of Public Works and Buildings have completed the transfer of the Illinois and Michigan Canal by the transfer of 494 documents this month. A few strays may still turn up.

Departmental Vaults

Authorizations were issued for the transfer of records to the following Departmental Vaults: Teachers' Retirement System, Public Works and Buildings, Registration and Education.

The Supreme Court has completed the equipment of the north side of their vault. The new cabinets are Y & E to match those already in place. At Mr. Searcy's request I made an inspection and these conform to the specifications for 6 drawer cabinets. They are the new soft gray which harmonize with though they do not match the beige files originally purchased for the vault. I advised that the gray be used, not only because, being of a standard color the cabinets would be much cheaper, but also because the present files have mellowed with age and new files of No. 6 color probably wouldn't match anyhow. The clerk of the Supreme Court is going to employ a couple of law students during summer vacation to index and attend to the moving.

The Commerce Department has ordered 14 Art Metal Cabinets to match those in their vault and to complete filling their space.

State Records Commission. The University of Illinois Library has been getting the duplicate annual reports of insurance companies filed in the Chicago office of the Insurance Department. They wish permission to destroy these records. I referred the letter to the Director of Insurance.

Mr. Hershey replied that these were duplicates of the official records on file in his office and were non-record material. He said he would consent to their destruction but that any disposal of the records must be supervised by a duly designated officer of the Insurance Department and a certificate filed in his office. While I knew that this was non-record material and therefore subject to destruction without legislative authorization, I was delighted to know that the Insurance Department is being strict in its disposal policy.

Exhibits

A special committee to coordinate exhibits in the various departments of the State Library has been set up. Miss Kissinger is chairman and Miss Scheffler the Archives representative. Miss Rogers wishes exhibits changed weekly, if possible. That would not be practicable for the Archives because we have so much exhibit space and assembling exhibits of archival material involves very considerable time and research. The committee decided that for the exhibits in the Centennial Building it would be quite practical to change them every week, dividing the work among the staff there. The Archives would try to put on an exhibit once a month that would tie in with the general exhibit for one week. Thus for January we had an exhibit on old bindings (all library material was used), for February an exhibit for Negro History Week and for March on the history of Roads in Illinois. When I discussed our archival exhibit plans with Mr. Belair he remarked that it is impracticable to get publicity on exhibits changed oftener than once a month since they are gone before the stories have been distributed and printed. The way things are working out so far, Miss Scheffler is devoting all her time to exhibits, and I wonder if we are justified in taking her away from her regular work just for the sake of publicity. Don't say, "Distribute the work among the rest of the staff." That doesn't work-I have tried it. It still takes key people away from key jobs and I have to devote a disproportionate amount of my own time to supervision. Probably the answer is less ambitious exhibits, but it is a temptation to do a good piece of work. The February exhibit for Negro History will feature outstanding Illinois negroes, local artists, etc.

Staff Work

Considerable shifting in the vaults was necessary to make room for the incoming corporation reports. The series moved to new locations were reported upon last month. This month the existing files were spread out over the space thus made available, 382 drawers being shifted and rearranged to make room for five to ten years expansion.

The 1948-49 annual reports of "Not for profit" corporations came over together, before all the 1946-47 reports were filed. That meant looking in four or five places for reports, so we are concentrating on getting these filed as soon as possible. Mrs. Robeson, with some help from Mr. Cassidy is combining into one alphabet the reports for 1946-49,

while Mr. Rountree will interfile these with the earlier reports. The preliminary filing for the letters A-E has been completed and Mr. Rountree thinks the whole filing of the "not for profit" corporations will be completed by the end of month.

Mr. Rountree has finished the filing of the 1946 "for profit" corporations. The rearrangement of vaults and receiving of new accessions being finished for the time being, he could make good headway with the filing from now on.

Mr. Cassidy reports that he serviced genealogical calls as follows:

1840	2 names	2 counties
1850	19 "	12 "
1855	1 name	1 county
1865	1 "	1 "

I might add that all classes of letters on reference calls included 13 states, the District of Columbia and 7 Illinois towns. Three inquiries came from Indiana, two each from Virginia, Missouri and the District of Columbia. The largest number for any one town was 7 from Litchfield, Illinois, most but not all of the latter from Mr. Sanders' high school history class.

Miss Scheffler has completed cataloging the Illinois and Michigan canal field book series C, as shown by the statistics. The shelf list has been made, catalog cards typed and filed, 36 volumes lettered and filed in cabinet with field book series A-B. Miss Scheffler also has checked in Illinois and Michigan canal records recently received and has made one reference search for the Division of Waterways. Most of her time has been devoted to exhibits on which a report is being made under the heading, Exhibits. After several weeks of being able to work only from one to five o'clock on account of the illness of her mother, Miss Scheffler returned to full time work January 19. She represented the Archives at the funeral of Miss Bailey's father on January 13.

Mrs. Reichler and Miss Winterbauer have been typing the Perrin index cards from Mrs. Reichler's work slips. These are all done but about 100 cards.

I have finished cataloging the bound records in the Perrin Collection except for one volume. I also typed the summaries of the marriage contracts but not the translations. I expect next to make a short form calendar for the unbound records up to and including the creation of St. Clair Co. in 1790 (perhaps down to 1809). I also want to type off the few translations not yet typed, have Mrs. Reichler finish the translations, and, in general, round out the work on the collection. This will not take long once I find the time to get at it. Of recent months administrative work has absorbed more and more of my time.

The first week of the month I spent several days on our archival technical file. Perhaps someone coming after me will suggest weeding out obsolete material, but I think it has a

certain interest as showing the early writings on archival subjects and techniques, particularly microphotography.

St. Hilda's Guild of Christ Episcopal Church, a professional women's club, met at the Archives Building at 7:30 P.M. January 11. I told them something about our work, showed some of our treasures and spoke briefly on religion in old Cahokia.

I have resigned as chairman of the Program Committee for the next meeting of the Society of American Archivists.

Visitors. Mr. R. G. Gupta, recently appointed head of the Photographic Duplication Methods for the National Archives of India visited us January 6. He spent most of the day in the Photographic Laboratory.

Vandalia State House. Mr. Reed, architect for the restoration of the Vandalia State House held a conference with Miss Rogers and me January 5. He wants us to supervise the reproduction of the Secretary of State's office as it was 1836-39. I have been in correspondence with the Monastery Hill Bindery concerning reproductions of volumes.

Archives Building.

The set of archives building keys lost by the building engineer turned up in his own office early in January. They had been laid down on a table and got buried under things.

A new map case was purchased for the Special Vault and the old case, which is deeper than the new ones, transferred to Level 6 to hold the I and M maps.

Please note new equipment mentioned under the heading Departmental Vaults.

The Conference room was used twice for committee meetings of the Illinois State Employees Association, twice for State Library staff meetings and on a number of occasions for various archival purposes.

The Art Metal Co. has decided that the rusting of panels in the stair wall of the Archives Vaults was due to defective materials and has promised to replace them.

Exhibits.

On the second floor last month Miss Scheffler placed photographs of parts of the Archives Building which are not open to the public, and devoted one cabinet to pictures of 1949-50 visitors to the archives.

Exhibits. (cont.)

The major exhibit on both floors was on book bindings, all materials being taken from the General Division of the State Library. Miss Scheffler describes this exhibit as follows:

Facsimiles of the Gutenberg and Ferrara Bibles are on display in the west case. These facsimiles, as well as the other volumes in the exhibit are from the collection of the Illinois State Library.

Photographic reproductions of book bindings of the 14th to 19th centuries selected by Dr. Adolph Schmidt, director of the National Library of Darmstadt and published as "Buch Einbände XIV-XIX Jahrhundert" by Karl W. Hiersemann of Leipzig, in 1921 fill two cases in the Museum Room and five small cases on the second floor of the building. These are handsome bindings beautifully reproduced for our enjoyment.

The other two cases in the Museum room display modern bindings illustrating fine leather bindings, combination of leather and paper, parchment, cloth etc. Bindings done in the Scandinavian countries, Italy, Japan, Germany, Spain and the United States are included in the exhibit.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS
January 1950

Secretary of State	<u>Vol.</u>	<u>Documents</u>	<u>Drawers</u>
Corporation Dept.			
Fee books, 1947-48	2		
"For profit" reports, 1948		35,000	
"Not for profit" report 1948-49		10,000	
Correspondence, 1937-38			85
Index Dept.			
Real estate titles, 1 case		5	
General Assembly, 1949, Resolutions		38	
Supt. of Parks, East St. Louis			
Transcripts & indexes St. Clair Co. records (WPA project)			10 (5x8 ods)
Dept. Public Works and Buildings			
Division of Waterways			
Illinois and Michigan canal records			
Unbound plots		250	
Miscellaneous papers		200	
Affidavits for preemption		17	
Maps		27	
	2	45,537	95

ARCHIVES REFERENCE

January 1950

Routine Departmental Calls

Secretary of State

Bookkeeping Dept.

Payrolls, Vouchers 3

Corporation Dept.

Annual reports 170

Charters 3

Index cards 65

Correspondence 3

Court of Claims 1

Executive Dept.

Trademarks 8

Executive register 1

Proclamations 1

Notary bond 1

Index Dept.

Deeds 3

Elections 15

Enrolled laws 30

Contracts 1

Securities Dept. 1

General Assembly

Bills

Illinois and Michigan canal 1

Registration & Educ. Dept.

Applications 1

308

Historical, Genealogical, etc.

In person

Historical

General Assembly 15

Journal index 2

County history 1

Name index (phone) 10

Archival technique 2

Genealogy

Mortality schedules 1

Disposal of records 1

32

By mail

Genealogy 20

History 7

Archival technique 9

Miscellaneous 6

42

Grand Total

382

ARCHIVES CATALOG

January 1950

Catalog

Cards

Perrin collection

42 series

151

Cross Reference

4

History Card

1

Ill. & Mich. canal

Series C (now complete)

339

Cross References

5

500

Name Index

Perrin collect.

782

Bureau Co. Census 1850

419

1201

VAULT ADMISSIONS January 1950

Department of Agriculture	1
Div. of Architecture & Engineering	1
Auditor of Public Accounts	17
Civil Service Commission	4
Illinois Commerce Commission	5
Liquor Control Commission	2
Supt. of Public Instruction	2
Dept. of Public Works & Bldgs.	2
Dept. of Registration & Education	44
Secretary of State	
Corporation Dept.	6
Executive Dept.	22
Safety Responsibility	2
State Treasurer	27
Supreme Court	9
Div. of Waterways	3
	<u>147</u>

PHOTOGRAPHIC LABORATORY
January 1950

Photographs

Negatives Prints

8x10

4x5

State Library

4

48

Art Dept.

4

12

Archives

7

Automobile Dept.

8

57

16

67

57

Photostats

Negatives

Positives

State Library

173

24

Corporation Dept.

115

Index Dept.

9

297

24

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
February 1950

Accessions. The only accessions for the month were the 1947 General Assembly Journals (here unbound on temporary deposit but recently bound and so accessioned for the first time) and some title records.

The Department of Agriculture has asked us to take their agricultural statistics for 1937-1943. These records have been tabulated for the State as a whole, but the information about individual farms, the Department thinks, and I agree, has considerable historical value. The Department has promised to put them in good filing order before transferring them.

State Records Commission

Col. Dayton of the Adjutant General's office was perturbed by a letter from Governor Stevenson stating that the Little Hoover Commission recommends that the original bonus records for World War I (now in the archives) be destroyed and that the microfilms for the bonus records of World War I and II should be deposited in the archives, not left in the Adjutant General's office. That was not the agreement between Col. Dayton and myself and Col. Dayton wanted to know if I had changed my mind. He said the service on both sets of records is heavy, those of World War I for grave markers and those of World War II for other purposes, and he wondered if we would have the staff to give such service. I said, No, that that is use for current administrative purposes, and so long as the records are used in that way they should be retained in the department. Col. Dayton said that was Adjutant General Boyle's opinion, but that they wanted our reaction.

The Little Hoover Commission seems to be concerning itself with records as an administrative matter only, and I have had several repercussions from departments who previously cooperated with the State Records Commission and who now question some of its decisions. The Department of Public Welfare, for instance, is objecting to the recommendation that master copies of the case records of insane hospitals be filed in the archives - they say it is a waste of money.

Quite obviously our Little Hoover Commission is following the lead of the Leahy report which considered records purely from a cost of storage standpoint and has badly damaged the program of the National Archives.

When a representative of the Little Hoover Commission called to discuss, very briefly, the State Records Commission, I wanted him to talk with you and said that should be considered along with the whole program of the archives. But he impatiently said, "I don't want to talk about the archives. That will come later. We've got to get out our report on these independent commissions."

I recommended that the State Records Commission be strengthened and given more power, and gave him a copy of the National Archives manual on records disposal as background material. He already had a copy of the Brooks manual. I recommended that the Attorney General be represented on the commission so that we would have the following angles of records considered; administrative (the department), legal (the Attorney General), historical (the State Historian), and research (the State Library and Archives). This recommendation seemed to be in line with the thinking of this research man (whose peculiar name I did not get.)

I also suggested that consideration be given to the possibility that the Commission might be allowed to authorize destruction, as is done in several states. I questioned whether that would be possible under the Illinois governmental organization. Perhaps the matter could be handled as at Washington. The National Archives Council authorizes the destruction but reports to the Congress on the records authorized to be destroyed.

Departmental Vaults. The Superintendent of Public Instruction's office received the only authorization for transfer.

The Commerce Commission has ordered equipment to complete installations in its vault.

Staff Work.

Perhaps the most important business here as elsewhere in the Library was the filling out of the Civil Service Commission's Classification questionnaire. All members of the staff were requested to outline their duties in detail, as they saw them, and then the supervisor was to give her interpretation of the duties, present and future, and then, without reference to present personnel, to state what qualifications and qualities she felt should be sought for the successors to incumbents. These were in turn checked by the Assistant State Librarian. Later each member of the staff was interviewed individually by a member of the Classification staff of the Civil Service Commission.

When they came to me they questioned my recommendations about qualifications of archives staff members, particularly the language requirements. They said our requirements are all out of line with the salary schedules. I replied that our salaries were probably in line with other Illinois State salaries and perhaps with library salaries, but that when we go into the market for staff members we are competing with other archival agencies who pay more, mentioning that the National Archives salaries start at \$4000. The proof that we are not in line is given when our civil service examinations fail to attract the kind of people who would normally seek jobs in the largest State archives in the country. They asked a lot of questions about the history of archival training. I told them that just studying the questionnaires of positions now under civil service does not give a true picture of the work we do, because certain fields, such as repair work and

filing are not covered. They said, of course, that that would have to come later. Although we all feel we could have done better had we not filled out the questionnaire under such pressure, I believe all members have a better understanding of what you are trying to do for them as well as for the Library in establishing professional standards.

Mrs. Reichler and Miss Winterbauer have completed the typing of the Perrin Collection index cards. There are still two drawers of unchecked slips written by Dr. Iben. Most of these are for names which do not match later interpretations or for volumes not yet reindexed. His citations belied his bibliographical training and it is almost impossible to use these remaining slips - for instance, he didn't give citations to pages in volumes. Mrs. Reichler is translating the fifty or so marriage contracts which were summarized not translated. There are still odds and ends which I can take care of in a short time when and if I find the time to work on it. Mrs. Reichler will also finish the odds and ends of indexing of volumes, work which couldn't be done until I had finished cataloging the bound volumes, which are now done. Miss Beiting did not reply to my letter explaining why we could not subsidize her editorial work, neither did she consult Mr. Monaghan. I thought she had given up the idea of doing anything about it at present. She now writes that she is anxious to get started and wants the microfilms.

Mrs. McFadden and Mr. Cassady have spent considerable time making a search on the legal history of a railroad in some of the early Secretary of State letter books for Mr. Worthey. Back in those days they indexed by the name of the man writing the letter, not mentioning the company.

Mr. Cassady reports making genealogical search for 14 names in 15 counties, all but one in the 1850 census. We are having an increasing number of calls for 1860 census records. So far as I know this has not yet been microfilmed, but even if it had been I would hesitate adding a copy to our collection until we have the 1850 census under better control. If we had the 1860 census too I am afraid we would have no time to take care of Illinois archives.

Mr. Rountree, Mrs. Robeson and Mr. Cassady all working at the consolidation of the not for profit corporation reports into one instead of the present five places to look. Mrs. Robeson and Mr. Cassady are filing together the years 1945-49 and Mr. Rountree is interfiling those years with the main file. The first compilation is finished through the letter "L", the final filing through the letter "Be.". I have requested them to complete this job by the end of March if possible.

Mrs. McFadden complains, justifiably I think, that there are so many places to look for these unfilled reports that it slows down the efficiency of her desk. I think the trouble is that we are being asked to take too current records of the Corporation Department - that the annual reports should really be in a department serviced by a clerk, as is done by Mr. McHenry for the

Executive Department. However, the use of the corporation reports has increased since they began filing them with us, our controls add greatly to their security, and I do not believe the Corporation Department or we really want that large body of records taken out of the archives. I have thought of requesting the Corporation Department to furnish us with another file clerk, but that would introduce the complications from a person not directly under the archivist working with our staff, perhaps having different hours, etc. I think our next budget should include another full time file clerk under civil service in addition to Mr. Rountree who should be left in general charge of the vaults and Mrs. Sobeson who is useful for miscellaneous file jobs.

Miss Scheffler spent most of her time during the month on the exhibit described below. She reports, so far as cataloging goes, that the work sheets and shelf list for the Illinois and Michigan canal, Construction: Field Notes, Series D, have been completed and cards are being typed. She has been checking canal maps recently received.

Mr. Rountree reports that his University Extension Course on Public Assistance was dropped after two meetings because of insufficient registration. There do not seem to be other courses which will count towards his graduate degree. He is disappointed as I believe he got some additional financial aid under his G. I. training rights.

Photographic Laboratory.

As shown by the statistics, the month of February was very busy in the laboratory.

The installation of a new film drier eliminates "the clothes lines" which detracted from the appearance of the laboratory. The film drier was installed just inside the door of the laboratory and the print drier formerly in that spot removed to the west room with the other driers. This will eliminate much of the dripping as work is carried around the laboratory. The boys also dismantled the old microfilm drier. The small room in the corner, where we have been keeping repair supplies, is now being used as a portrait studio, again eliminating much clutter.

Archives Building. The hole through the Archives Building for the new power plant connections was finally completed without mishap. The lawn torn up for pipe laying is now being reggraded.

The Conference Room was used for State Library staff meetings, for committee meetings of the State Employees' Association and for an all day session of the State Nutrition Committee. It is also used from time to time by the archivist when she is trying to work without the interruptions inherent in her own office being a passageway.

The roof leaked over the holiday weekend of Lincoln's birthday and water penetrated as deep down as the 9th level. Departments affected were notified to check their records, but only in the State Library vault did water seep into the cabinets. No

damage was done, fortunately, as only the folders were affected.

The Building Storage Room in the basement was vacated by Secretary of State's electric typewriters group and is now being used for the overflow storage of Library books.

A problem has arisen in the Operators' License Division on the second floor which perhaps cannot be solved until they move. The rooms have become infested with roaches, partly attracted by bringing in and leaving lying around of soft drink bottles and candy wrappers; partly the infestation came from the records which are trucked back and forth from the State House without fumigation. Because the Department is trying to speed service, it does not seem practicable to insist on 24 hours' delay for fumigation. Yet if insects are allowed to get a head start in the building the whole purpose of the building will be thwarted. It is difficult to use an efficacious spray because those rooms cannot be shut off and the synodic odor penetrates all parts of the building, and would affect the watchman if done at night.

Exhibit.

The February exhibit proved to be a more ambitious undertaking than we had anticipated. We decided to feature "Negroes in Illinois." The colored community of Springfield became much interested and cooperated with us in producing what is probably the most outstanding exhibit we have ever had. We collected archival documents showing the development of legislation in Illinois from the territorial days when the laws bypassed the organic laws which prohibited slavery by permitting so called "voluntary" indentures, up through the slow increase of civil rights and liberties. Another case showed photographs with brief biographical notes on outstanding Illinois negroes. A third case featured negro participation in World War I and retired colored State employees and the present negroes on the staff of the State Library. Included in this case were some poems by Mrs. Gloria Lee Taylor, of the Circulation Records staff. Two cases (one the west wall case), featured art works loaned by Springfield artists - by our own Winfred Helm (photographer), sculpture by his brother Booker T. Helm now of Detroit and by Mr. Hiram Jackson, Mrs. Irletha Scott, and Mr. James Smith of Springfield. Large paintings by Mr. Jackson and Mrs. Scott displayed on easels, and an overflow exhibit is housed in the second floor lobby. Mrs. Scott who specializes in painting portraits from photographs did three especially for this exhibit, those Col. Duncan, Dr. Percy Julian and Willard Motley. Her portrait of Secretary of State Barrett, included in the exhibit, took second prize at the State Fair last year.

Newspapers throughout the State have taken notice of the exhibit and the Streator Times Press carried a commendatory editorial.

We are told that this is the first such exhibit held in the State and expect to be called upon to loan our collection of portraits for other exhibits of similar nature.

A list of contents of the exhibit is appended.

Respectfully submitted,

Archivist

NEGROES IN ILLINOIS Exhibit, February 1-28, 1950

Illinois State Library, Archives Museum Room

1732 SLAVERY IN OLD FRENCH KASKASKIA

Charleville Sale.

Negro slaves were brought to Illinois by earliest French settlers. Indian captives were also used as slaves.

1778 SLAVE UPRISING IN ILLINOIS

First business of George Rogers Clark Court at Cahokia was the trial and conviction of several negroes who had poisoned not only their master and mistress but also some soldiers and other negroes - Cahokians believed trouble was fomented by English Agents although Voodooism was hinted in testimony.

1787 SLAVERY PROHIBITED IN NORTHWEST TERRITORY.

Ordinance of 1787 Article VI

EVASIONS OF THE PROHIBITION AGAINST SLAVERY IN THE TERRITORY.

1807 Indentured servants (Copy of "Act concerning servants...")

1807 Slaves could be imported into Illinois under the guise of indentured servants.

1805-32 St. Clair County "RECORD OF INDENTURED SLAVES"

1813 Free Negroes, mulattoes were forbidden to migrate to Illinois

1822-44 St. Clair County. RECORD OF FREEDOM CERTIFICATES

1814 Slaves might be imported to work in salt mines (Picture of the Crenshaw Mansion. Drury's Historic House of Illinois)

1813 First State Constitution prohibited slavery in Illinois. Art. VI

1819 "Black Code of Illinois"

1822 Petition signed by early freedmen of St. Clair County - demanding right of suffrage.

1823 An Act to authorize qualified voters to vote for or against a convention at the next General Assembly.

Photograph of Governor Edward Coles - Foe of Slavery

1837 Anti slavery sentiment crystallized by murder of Elijah Parish Lovejoy (Picture of destroying Lovejoy Press)
Underground Railroad (picture of home of Owen Lovejoy near Princeton, Ill.)

1855 State Agents to reclaim persons decoyed or kidnapped from Illinois

1845 Negroes denied right to testify in court

1855 School Code - School for negroes

1874 Right of education for negroes

1885 Civil Liberties Act

1919 Protection against inflammatory literature

1933 Freedom of occupation

1943 Enforcement of civil rights and liberties

Facsimiles of some of the above are on display on the second floor of the Archives building with some additional information concerning Negroes in Illinois.

Adelbert H. Roberts 1st Negro Member of Illinois State Senate, 1924-1930

Oscar De Priest 1st Congressman to be elected to office in Illinois (Negro)

Lucia Thomas One of first Negro women approved for practice before the U.S. Supreme Court

Helen Russell 1st Negro lady bailiff in Cook County

Jack Johnson 1st Negro heavy-weight and one of tan greatest Negro athletes of all time

Edward T. Morris Outstanding Chicago Corporation lawyer

William L. Dawson Representative in Congress. First Negro to be appointed Chairman of Congressional Committee. Committee on Expenditures in Executive departments

Edith Sampson 1st Illinois Negro Woman Assistant States Attorney

Georgia Jones Ellis Assistant Corporation Counsel for City of Chicago. One of first Negro Women to become a member of the National Association of Women Lawyers

Rev. Augustine Tolton Quincy, Ill. First Negro priest to be ordained in Rome, Italy. 1st Holy Mass was said at St. Boniface Church, Quincy, Ill. 1886

Pauline Phelps Of Chicago, winner of Nelson W. Bryan Memorial Scholarship for 2 years study at Juilliard School of Music, New York City.

Richard Wright American author - once resident of Chicago, now lives in Paris, France. Author of Native Son and Black Boy

Lorenzo Dow Turner Teacher of English at Roosevelt College, Chicago

Dr. Nathaniel O. Calloway, Teaches internal medicine at Univ. of Illinois, made studies in exercise after operations, etc.

William Robert Ming, Jr. Attorney - Professor of law at University of Chicago.

List of Names of Negro Teachers in White Colleges and Universities.

Dr. T. K. Lawless Skin specialist, Chicago. Foremost in World.

Dr. Daniel Hale Williams Founder of Provident Hospital. Performed 1st successful operation upon the human heart

John Sonastocke Publisher of Chicago Defender

Albert B. George 1st Negro Judge elected in Chicago

Dr. Percy Julian Director of Research of the Glidden Company's Soya Products Division

Portrait by Arletha Scott

Reader's Digest, Aug. 1946 reprint "The Boy Who Didn't Give Up"

Fortune Magazine May 1948 "House That Joyce Built"

Photograph of Dr. Julian in one of his Laboratories

Pamphlet - Industrial Soya Protein - Story of their development

Published by Glidden Company

James Levine

Have story concerning Negro History Week in Western Catholic Edition of Our Sunday Visitor Feb. 12, 1950

Willie Jones Chicago Negro Stunt man. "Suicide Jones" veteran stunt man - make parachute jumps from airplane.
 EBONY April 1949 edition - Spread photo of opening of new editorial office
 Williard Motley EBONY - double spread of "Open Any Door"
 James Howard Chicago, Shoe polish painter.

Photographs - Courtesy of Robert P. Taylor (late curator, State Museum)

Lincoln Liberty Chorus, Negro singers from Chicago, Decatur and Springfield were organized into a Chorus by Robert Taylor. A director was employed to train the chorus and direct the singing at the re-dedication of the Lincoln Tomb and at the dedication of the Vachel Lindsay Bridge. Photographs taken at these two ceremonies are on display.

Negro Men's Masonic Home, Rock Island, Ill.

Albert Harris receiving the Webster Plaque for developing a housing project for Negroes in Springfield

Young folks of St. Paul's A.M.E. Church visiting Hiram Shumate, Civil War Veteran, at his home in Miverton.

Robert Kelley, Springfield athlete - was elected President of Tribe of Illini while a student at Univ. of Illinois.

Photographs by Winfred Helm (head Ill. State Library, Photographic Laboratory, negro)
 "Evening Clouds" (City sky line)
 "Serenity" (New Salem)
 "Height of 'Glory'" (Illinois Capitol Bldg.)
 "Night Bloom" (Night blooming Cereus)
 Son of Hiram Jackson

Commercial sketches by Hiram Jackson (Springfield artist)
 Governor William Hastie - Gov. of Virgin Islands
 Mrs. Mary McLeod Bethune - Pres. Emeritus, Bethune-Cookman College, Daytona Beach, Florida
 Langston Hughes - Poet-writer
 Paul Williams - California Architect

Portraits by Hiram Jackson

"My Wife and Son"
 "Dr. Scruggs" (Dr. Sherman L. Scruggs, Pres. Lincoln University, Jefferson City, Missouri)
 "The Emancipator" (Borglum Head of Lincoln and Negro Boy)

Retired Illinois State Employees

Emmett Perkins
 Clarence Liggins
 Rev. Anthony King
 William E. Fishch
 Bertram M. Singleton
 Carl D. Pickett
 Taylor Moore
 Robert Preston Taylor

Photograph of Gloria Lee Taylor (Member of Ill. St. Lib. Staff)
 9 poems by Gloria Lee Taylor
 To A Brown Girl; Violets; Reverie; Night and Day; Fickle
 Heart; Retrospect; Mom's Little Kid; Lake Springfield;
 Things I Love.

James Smith (Springfield Artist)
 3 paintings
 Abstract Art; Modern Art; A Woman

Photograph of Negro members of the Illinois State Library Staff

Photograph of Negro members of the Staff of Archives Division

Photograph of Charles Maxwell, Guard at the Lincoln Tomb and
 well known Bugler. Mr. Maxwell has sounded "Taps" at more
 military funerals than any other bugler in Illinois.

Photograph of Illinois Negro members of the 370th Regiment

at Camp Logan, Texas. World War I
 Officers of 370th Regiment, (Broadside)

Officers of 8th Illinois National Guard Regiment (Courtesy of Robert
 P. Taylor)

A copy of Emmett J. Scott's - AMERICAN NEGRO IN THE WORLD W/R
 (Courtesy of Robert P. Taylor)

NEGROES IN ILLINOIS (Next Case)

Winfred Helm - Photograph of Lincoln's Tomb superimposed upon
 head of Abraham Lincoln

Booker T. Helm - Wood Carving - "Typical Negro Head"

Arlatha Scott - Willard Motley (Portrait study done especially
 for this exhibit)

Jean Baptiste Point De Sable - first permanent settler of
 Chicago 1779 and the DeSable Cabin (photostats)

Dr. Carter G. Woodson - Founder of the National Association for
 the Study of Negro Life and History; ... Inaugurated Negro
 History Week.

Editorial from Streator Times-Press

Charter of the first free school for students of all races -
 first free school in America founded by Dr. Silas Hamilton
 near Otterville, Illinois, Hersey county. A monument in
 memory of Dr. Hamilton was placed in the school yard by
 George Washington, a negro slave whom Dr. Hamilton purchased
 when six years of age and who remained with Dr. Hamilton,
 after being given his freedom in 1834. A fund was left
 by George Washington, to be used by students of his race,
 for purposes of education.

*** **

A second wood carving by Booker T. Helm is on display on the
 second floor of the building. This carving is on loan by
 courtesy of George Hamner, Dept. of Registration and Education.

Portraits of Edward J. Barrett and Col. Otis Dunorn by r
 Arlatha Scott are included in the exhibit.

ARCHIVES ACCESSIONS

February 1950

Secretary of State

Documents

Volumes

Index Dept.

Deeds

2 cases

13

General Assembly Journals,
1947

38

ARCHIVES REFERENCE
February 1950

Routine Departmental Calls

Secretary of State		
Bookkeeping Dept.		
Pay roll	5	
Corporation Dept.		
Annual reports	88	
Index cards	205	
Correspondence	3	
Executive Dept.		
Notary bonds	5	
Trade marks	10	
Index Dept.		
Deeds	6	
Elections	12	
Enrolled laws	23	
Securities Dept.		
Closed cases	3	
General Assembly	<u>59</u>	419

Genealogy, History, Archival Technique

In person		
Genealogy		
Name Index (Phone)	22	
History		
General Assembly	27	
Miscellaneous	1	
State Records Commission	<u>3</u>	53

Mail		
Genealogy	19	
History	15	
Archives Technique	10	
Miscellaneous	<u>27</u>	71
Grand Total		<u>543</u>

ARCHIVES CATALOG

February 1950

Name index

Bureau Co. federal census,
1850

269

Perrin collection

~~501~~
~~770~~

VAULT ADMISSIONS February 1950

Div. of Architecture & Engineering	3
Auditor of Public Accounts	8
Civil Service Commission	7
Illinois Commerce Commission	4
Department of Insurance	4
Supt. of Public Instruction	5
Dept. of Public Works & Buildings	5
Dept. of Registration & Education	35
Secretary of State	
Corporation Dept.	3
Court of Claims	1
Executive Dept.	19
Safety Responsibility	1
Securities	1
State Treasurer	31
Supreme Ct.	3
Div. of Waterways	6
	<u>136</u>

PHOTOGRAPHIC LABORATORY
February 1950

Photographs	Prints		Negatives
	5x7	8x10 11x14	4x5
State Library			
Archives			
Vandalla state house			
exhibit material	8		
Visitor from India	8		2
Display cases (2 exhibits)	35		28
Negro exhibit material			
(Part mounted)	26	4	28
Publicity Dept.			
Display cases	28		14
Pictures of Library	116		
School children touring library	46		2
Historical landmarks of city	12		
Lincoln medal	2		2
State Librarian of Missouri	18		6
Zonta Club			
Art. Dept.			
Exhibit material	6		6
Secretary of State's office			
Public relations			
Scouts			
Publicity	32		8
Secretary of State's dof	18		
Blue Book	58		13
	<u>413</u>	<u>4</u>	<u>109</u>
Color Pictures			
State Library			
Slides			
Secretary of State's exhibit at			
Auto Show, Chicago	32		35 mm slides
Photostats	Negatives		Positives
State Library			
Letter ALA	4		
Am. State Papers	2		
Newspaper clipping	2		
Loan desk	19		
Civil Service letter	12		
State Library Archives			
Marion Co. cemetery records	228		
(3 copies)			
Exhibit Dept.	33		24
Corporation Dept.			
Recordings	116		
Safety Responsibility			
Newspaper clippings	17		
Session laws	8		
Index Dept.			
Election petitions	7		
Addressograph Dept.			
(Their machine out of order)	<u>407</u>		
	855		<u>24</u>

STATE LIBRARY STAFF MEETING
March 21, 1950

Report for Archives Staff

Several matters of immediate interest to all staff meetings were discussed at this meeting and lest I fail to tell all of you all of them in person it seems best to make a written report this time.

Mr. Vicars asked to have the following announcements read:

1. Applications for absentee ballot for the April 11 election are now ready in the Index Department where blanks can be obtained and the vote notarized free.
2. The Secretary of State has been operating a blood bank at St. John's Hospital for some time. He now wishes to establish a similar blood bank at Memorial Hospital. Employees of the Secretary of State's office and their immediate families may have donations from this blood bank free. Volunteers to give blood either at the new blood bank at Memorial or to replenish the supply at St. John's are urgently needed. It is requested that those volunteering should not eat for four hours before going to the hospital; the process takes about an hour and will not necessitate taking more than an hour and a half off from work. Those needing blood or offering it are to report to Miss Rogers or Miss Dieckhaus.

Miss Rogers

3. Miss Rogers threatens to "crack down" hard on those members of the staff who remove books and magazines without charging them. Right now some numbers of Harpers and a Good Housekeeping are missing, also "Chicago Confidential". I feel quite sure that none of the archives staff is guilty of this lack of consideration, but call it to your attention.
4. The New Method Bindery at Jacksonville has invited the State Library staff to visit their plant in the near future. Those of you who have not visited a bindery at work will find this something very interesting and helpful in understanding archival as well as library books. Miss Rogers asked us to emphasize the fact that this trip is not limited to professional staff, but something which will be of interest to all, and she wishes as many as possible to attend. The trip will be made in the evening but she will not ask the bindery to have us unless at least 25 go, since the bindery will have to pay time and a half to their employees and she thinks less than that number would not justify that. The date has not yet been fixed. If you would be interested, please let me know within the next day or so.
5. The American Library Association is asking for nominations for president elect, 2d vice president, treasurer, 2 members of the executive board and 6 members of the council. She has asked each unit head in the library to ask for suggestions from each member of the staff and to report by the end of the week. Membership in A.L.A. is not

necessary in order to make suggestions. If you have any ideas about whom to nominate, please communicate them to me.

6. Miss Rogers announced the appointment of three new members of the professional staff of the library:

Miss Patricia Baker - Loan Desk
Miss Margaret Herman - Collections
Miss Margaret Pendergraft - Catalog

Two particularly interesting reports were made, one by Mrs. Howard on making up the Pupils' Reading List issued by the Superintendent of Public Instruction; and a joint report by Miss Davies and Mrs. Curran who attended a recent Finders' Institute at St. Louis.

Mrs. Howard is a member of the committee to make up the reading list of books recommended as supplemental reading in the grade and high schools. This is the first time the State Library has been represented on this committee and Mrs. Howard hopes the list is rather better than in some years. For instance, it has been so difficult to find books that could be read by children at 1st and 2d grade levels that mostly those books have been school readers, but now other books have been found. She described interestingly the steps taken by the committee in making a selection of 2, recommended books for each of the grades. First a list is compiled of books submitted for publication by the publishers, graded as they grade them. Then that list goes to the committee, usually dividing the work. But this year Mrs. Howard read and evaluated all the books - some 250 of them. She searched for and compiled copies of all reviews and other evaluations of them she could find. Each member of the committee submitted his vote for the best books for each grade, and the books receiving the highest number of votes were given first consideration. At that stage the proper grading of the books is reconsidered. The committee then selected the books to be put on the list in a committee session. The committee is selected by the Superintendent of Public Instruction and the list is issued by his office. Represented on the committee are teachers and principals at both grade and high school levels, the Illinois Educational Association, 3 county superintendents, 3 of the staff of Mr. Nickell.

The Bindery Institute was an invitation affair, the purpose of which was to give librarians an opportunity to express their views on binding the bookbinders and vice versa. I judge the binders got in the final word. The binders complained that the librarians added needlessly to the cost of their binding by not sending adequate instructions. They also said it is impracticable to reduce the quality and cost of bindings - that most of the cost is for labor and that using cheaper quality materials could hardly save more than three or four cents per volume and they were unwilling to depart from their standards. Some of the librarians made the points that the bindings are too stodgy looking, that they need a manual of instructions and a film showing binding processes. A manual is being compiled and will be out sometime soon. The binders recommend that libraries should bind only technical books and not bind newspapers. They also suggested that

books would not be away so long at the binder's, a frequent complaint on the part of librarians, if the librarians would schedule a regular time to send their work.

Mr. Myers reported on an industrial safety conference which he attended recently. He was particularly impressed by the speech of Mr. Miller of General Shoe Corporation who said his company had stopped using "horror" pictures of persons crippled by industrial and other accidents, and was rather stressing happy workers who did not have accidents because they observed safety rules. He said this positive approach has had excellent results.

Mrs. Langsdon reported that there is some prospect for a new district library in Monroe County, and an application has been made for the State Library to set up a demonstration project there. Woodford county is to hold an election for a library district on April 15.

Miss Skogh called attention to a special number of Library Journal (current issue) on maps. Miss Rogers suggested that all members of the staff read this, and that all make themselves familiar with the map collection under Miss Bailey. It is quite important that all members of the Archives staff understand the purpose and contents of this collection because we are likely to get questions about it when she may not be handy to refer people to her. So, please ask her about it, everyone.

Bookmobiles will not operate on election day, so there will be no criticism of the library as playing politics.

Please sign and pass on to another member of the Archives Staff.

Archivist

MADE IN U.S.A.

Gift of the Ontario Society

Calder

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for March 1950

Accessions.

No records were deposited during March but conversations have been held with two Departments in anticipation of transfers. The Executive Department proposes to send its register of trade marks which was formerly in the Archives but returned some years ago on request of the Department.

Mr. Lando, records officer for the U.S. Department of Agriculture visited the Archives with Mr. Ewing of the State Department of Agriculture on March 16. I was out of the city but Mr. Cassidy showed them around the Archives Building. Mr. Lando expressed himself as very enthusiastic over our set-up and urged our Agriculture Department to transfer the joint federal state agricultural statistics to us as soon as possible. I had had some conversation with Mr. Ewing previously. There is evidently some little hesitation on the part of some one other than Mr. Ewing, but I think we will get the records soon. We all feel that these records of the crops grown on individual farms over a period of some forty years have value for historical research, beyond the statistical tabulations already made by county.

Departmental Vaults.

Authorizations for transfer to Departmental Vaults were given to the Finance and Registration and Education Departments.

Mr. Johnson, Assistant Director of Mines and Minerals called one day to seek assistance in the care of the mine maps. I said, "They are already in your vault, aren't they?" and produced a letter authorizing the transfer dated 1940. Mr. Johnson did not know they had a vault. We had asked for new authorizations for clerks since we knew the clerks formerly authorized to go to the Mines and Minerals vault are no longer in State employes. We found that only a few records had actually been transferred to their vault and everyone had forgotten all about it. Meantime a frame warehouse adjacent to the Tebasch railroad tracks near South Sixth St. had been rented to house those records. The present director has been very much worried about having such important records in a hazardous building. Mr. Johnson said the records would be brought to their Departmental Vaults at once. That was several weeks ago; they have not come yet, but we expect them almost any time.

Archives Building.

Bids have been called for for additional filing cabinets for the Archives vaults. Only about one-third of the vaults were originally equipped. Last year shelving was purchased to complete the two floors assigned to the Illinois Documents Department. So far the books now on Level 1 have not been removed to Levels 8 and 9 but space formerly used on Level 10 has been released.

Now that the Departmental Vaults are filled practically to capacity, Departments are beginning to transfer records to the Archives proper, and we look for an accelerated transfer rate from now on.

The Conference Room was used three times for committee meetings in connection with the Illinois Employees Association banquet, once for an In Service Training Class on Public Relations, and of course for the biweekly staff meetings of the State Library.

Staff Notes

Miss Rogers and I attended a Civil Service Commission hearing in Chicago on March 17, in connection with the appointment of the Document Archivist and Cataloger. Under the Civil Service Act, if a non-veteran is selected from the civil service list over a veteran, that choice must be substantiated in a hearing before the Commission. Mr. Casady's appointment was contested by Mr. Lawrence Fox, veteran of World War I. Miss Rogers and I had to confer with Mr. Hurley, Assistant Attorney General the day before the hearing. The hearing itself lasted beyond train time, which explains why we were away three days. So far as I know, the Commission has not yet issued a ruling in the case.

Miss Scheffler's mother died March 17 and was buried March 20.

Staff Work

This past month I have been doing odds and ends of work. For instance, I made a calendar of the miscellaneous Perrin documents prior to 1790 as a guide to finding specific documents without so much handling of the originals. Dr. Iben's calendar for the earlier records is not usable partly because of poor description but largely because the arrangement of the records has been changed. Three rolls of microfilm sent to the University of Illinois contain copies of all the unbound and unpublished Perrin records prior to 1810. I told Dr. Belting these should be deposited either in the University Library or in the Historical Survey when she is through with them, as our insurance against potential loss of originals. Included on the third roll are samples of our index cards. There are 13,000 of these, and microfilming them with our Recordak would be a very slow process. For this we should have the rotary type camera. I doubt if the Survey would be willing to rent one to do the work but have not discussed that point with Dr. Belting.

I have prepared one set of "Significant Documents" for publication in Illinois Libraries and have been working on a manual on Disposition of State Records which will be an adaptation of the recently issued National Archives Manual which we have permission to use. This will be published first in Illinois Libraries and reprinted early enough in the autumn to service as a guide to departments planning their legislative programs.

In this connection it is of interest to note that the Department of Public Welfare has appointed two committees on records, one to standardize their forms, one to act on disposal of records. Both are headed by Mr. Fred Jahnke who has represented the Department several times at State Record Commission hearings, and who has consulted me frequently on record problems.

Mrs. McFadden reports having written 1200 index cards for the 1850 Bureau County census and Mr. Cassady 250 cards. This completes the index to that county.

Mr. Bountree reports that he has had to do much revising in the Not for Profit corporation reports, but that he now has all filed through the letter "B". Mrs. Robeson has also been combining the four years to be added and has almost finished the letter "P." Mr. Cassady and Mrs. McFadden have also helped Mr. Bountree and they have finished the letter "R." We hope we shall be over this backlog hump which has been distressing Mrs. McFadden because it has slowed down her reference work.

Mr. Cassady has serviced the mail inquiries on genealogy. He gave data on 22 families in 17 counties of the 1850 federal census.

Mr. Sanders, the history teacher from Litchfield who, with his pupils, have been among our most frequent patrons, has been here nearly every Saturday for several months, copying the 1850 federal census for Montgomery county. He finished last week, remarking, "Now neither I nor my students will have to bother you." He could have purchased a microfilm copy of that county, as the Marion Library did, but could not afford a reader, neither could he afford a photostatic copy. Incidentally, we have had several requests lately for microfilm or enlarged copies of the federal census, but have referred such inquiries to the National Archives as we do not think we have authority to make such copies even if we were equipped to do so.

Miss Scheffler had to be irregular in her hours most of the month and was absent the week after her mother's death. She reports completion of the cataloging for another section of the Illinois and Michigan canal records: Field books, series D, Stone Series, books # 1-14.

Mrs. Curren and I have been appointed a committee to arrange for display of appropriate professional movies for the benefit of the State Library staff. At the March 7th meeting we showed a film on paper manufacture: the Hammermill Paper Company's "The Gift of Ts 'Ai Lun," borrowed from the Decatur Paper House. On April 4 Mr. Sibert, president of New Method Book Binders of Jacksonville, showed us an excellent film on bookbinding. This was a silent movie but we enjoyed Mr. Sibert's running commentary. Several remarked afterwards that it made them the more anxious to visit the bindery in person. For May 16, the next staff meeting, the C.T. Dearing Printing Company is loaning us their film on "The Making of a Magazine."

We have resumed the typing of copies of early county commissioners proceedings from the pencilled transcripts made by the H. R. S. Miss Winterbauer has finished the Randolph County Court of Common Pleas Proceedings Vol. N-L, 1811-14. We hope eventually to get these typed and indexed for all counties.

Miss Rogers, Miss Skogh and I heard the 1950 Phineas Windsor lectures on librarianship, held at the University of Illinois March 27 and 28. Two of the speakers were physicists, one a librarian. Dr. Louis M. Ridenour, dean of the Graduate College of the University of Illinois, was one of those who developed Radar. Dr. A. G. Hill, director of the Research Laboratory on Electronics at M.I.T. is particularly interested in communication. Mr. Ralph A. Shaw, librarian of the U.S. Department of Agriculture, developed the Gery photographic book charging system.

The theme of the speakers was that library technique has not changed in a generation and present methods are entirely inadequate to get or keep control over the astronomical increases in printed books and other sources of information. They suggested that survey analysts, not librarians (the latter being too close to their work) be employed to survey library problems and to work with electrical engineers to develop machines to do some of the library work now done manually, and suggested that some of the machines which have been developed for entirely different purposes are based upon principles which might be adapted to library needs.

The speakers concerned themselves exclusively with the quantitative problems confronting the librarian of the research library who must be able to produce instantly any information required by any potential user. They did not discuss the qualitative problems of the public librarian who is concerned with adapting the quality of the information proportionate to the capacity of the reader and with encouraging good reading habits.

The principal problems as defined by the speakers and more especially by Dean Ridenour who gave the introductory lecture, are as follows:

- 1) Getting all material that exists. Of the estimated fifteen and a quarter million volumes printed up to 1940, the Library of Congress has six and two tenths million titles and all U.S. libraries together about ten million titles or less than two-thirds of all printed books. Granted that most of the titles would never be called for, potentially all might be and should be available.
- 2) The problem of storage of all this material. Research libraries are doubling on an average once in fifteen years. While there has been some slowing down in this rate in the case of some of the large research libraries, like Harvard, which already have acquired most of the older books, the rate of acceleration in the future is likely to rise rather than decline. At present the University of Illinois Library absorbs three percent of the University's budget but by the year 2000 A.D. it will probably own eight and a half million titles and need one ninth of the University's budget.

3) The problem of cataloging, indexing and otherwise making available the units of information in all the library's materials.

Limiting factors in the solution of these problems mechanically are as follows:

- 1) Ideally the user should be supplied with a permanent and complete copy of materials produced, to become his own property, rather than to be allowed to borrow the materials for a short time or to have to make his own notes or transcriptions.
- 2) The material should be as readily accessible to the researcher as if he were taking the volumes from the shelves in his own study.
- 3) The naked eye is still the preferred means of receiving ideas, and there should be a minimum of translating mechanism between the researcher and his materials.
- 4) The mechanical devices must be cheaper and faster than present techniques.

Union catalogs, cooperative agreements among librarians concerning specialization in purchase of books and regional repositories are palliatives and not solutions, according to these lectures.

Various mechanical devices, designed for quite different purposes, were then discussed as showing possible applications to library problems, or which might at least point the way to specially designed library machines employing similar principles.

Microphotography and microprint, with the implications of which the auditors were presumably familiar, were touched upon only lightly as offering possible solutions to problems of storage and of supplying copies to users.

The key punch and electronic calculating machines were discussed at some length but not in terms which I can explain clearly myself. The key punch at its simplest is a series of manually punched or notched cards, each hole representing one subject in a code. A large needle or bodkin run through the holes while the cards without corresponding holes are allowed to drop, thus automatically picks out all cards punched for that particular code subject. In its more useable commercial application, the Key-sort (I.B.M.), uses cards which have been manually punched to a subject code, runs them through the machine which automatically sorts, counts, tabulates and prints facsimiles of the cards selected, then refiles the cards. A more advanced electronic machine nicknamed the "mechanical brain" can perform the most intricate mathematical calculations much faster and more accurately than human mathematicians can do.

Scholars compiling bibliographies have suggested that if the cards in the Library of Congress union catalog were coded as to subjects and run through the Key-sort, they could quickly obtain subject bibliographies, all printed for them, in a minimum of time. That would be true if the bibliographies were long, but it would still be quicker to look up individual books or subjects for which there are few references or for which you wish a qualitative selection, from the standard type dictionary catalog.

The electric scanning pencil being developed to translate printed words into sounds for the use of the blind, especially if rigged up to a speech typewriter, also partially developed, might be used to code ideas in books. The immediately possible result would be to make a concordance of the words in a book as a step in bringing out the ideas. This would produce an automatic index for the book, but anyone who has tried in a hurry to run down a specific citation in the Revised Statutes, for instance, can visualize the labor involved in running down all the references to one word in as few as 1,000 volumes, not to mention the 15-4 millions of books in existence! Here again would seem to be a device that would make more work than it would save.

However, mechanical cataloging and indexing devices do not seem to be beyond the limits of possibility. In fact, the speakers implied that the librarian's administrative functions are going to be taken over in the future by the ~~librarian~~ ^{electrical} engineer. Catalogers of the future, we were told, are going to be subject specialists, nothing like the general catalogers we have now. When I compare the fun and education, of handling all sorts of books on all sorts of subjects, with sitting all day in front of a machine punching out day in and day out a limited number of the same subjects on catalog cards, which are just facsimiles of title pages!- Well, I am glad I went to library school in the "old foggy" days and that I'll probably turn the corner of retirement before technology overtakes me. Unless, perish the thought, some bright fellow comes along with the notion that operating electronic catalog machines is the ideal solution to the problem of how persons over 65 shall be kept from the "boredom" of retirement!

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

March 1950

None

ARCHIVES REFERENCE
March 1950

Routine Departmental Calls:

Secretary of State	
Corporation Dept.	206
Annual reports	85
Index cards	6
Correspondence	
Executive Dept.	5
Notary Bonds	9
Trade Marks	
Court of claims	2
Closed cases	
Index Dept.	27
Elections	32
Enrolled Laws	
Securities Dept.	2
Closed cases	
Registration and Education Dept.	3
Applications	
Division of Waterways	5
I & M canal records	25
General Assembly	<u>417</u>

Genealogy, History, etc.

In person

Genealogy	
Federal Census (4 counties, 5 1/2 days	
on reading machine)	1
1818	1
1820	1
1830	1
1840	4
1850	1
1860	6
County histories	15

History

Name index (phone calls	23	
from I H. Lonly)	4	
General Assembly	1	
Corporation subject index	2	30
Miscellaneous	2	
State Records Commission	<u>2</u>	47

By mail

Genealogy	23	
Historical	5	
History State Departments	1	
State Records Commission	2	
Archival Technique	8	
Miscellaneous	4	
	<u>43</u>	43
		507

ARCHIVES CATALOG

March 1950

Catalog

Illinois & Michigan Canal

Field books. Series D.

Stone Books # 1-14

No. volumes 14

88 cards

Name index

Illinois & Michigan canal

Bureau Co. 1850 federal census

29
1278
1307 cards

VAULT ADMISSIONS
March 1950

Auditor of Public Accounts	15
Civil Service Commission	6
Illinois Commerce Commission	5
Dept. of Finance	1
Dept. of Insurance	1
Dept. of Mines & Minerals	3
Supt. of Public Instruction	3
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	41
Secretary of State	
Corporation Dept.	2
Court of Claims	1
Executive Dept.	22
Safety Responsibility	3
Securities	2
State Treasurer	26
Supreme Court	1
Div. of Waterways	2
	<hr/>
	135

PHOTOGRAPHIC LABORATORY
March 1950

Photostats	Negatives	Positives
Corporation Dept.		
Recording	152	
State Library		
Register of Ill. Librarians	34	
S.D. session laws	22	
State Library - Archives		
Voucher receipts (Paris trip)	24	
State Employees' Assoc. letter	2	
Bibliography	2	
State Museum		
Correspondence	48	
	<u>284</u>	

Microfilm

Perrin Collection for Ill. Hist. Survey 2 rolls
 2137 frames

Photographs	Negatives	Prints				
		11x14	8x10	6x9	4x5	3x3
Mr. Barrett						
Copy work	167		126	37	16	
Dog show, Armory			120			
State Library						
Taken by Mrs. Langston						32
Party for Mrs. Tandy & Mrs. Schroeppel	5		15			
School children touring						
Library	8		106			
Library publicity (Belair)	2					4
Copies for HMR			35			
State Library - Art Dept.						
Picture of building Lincoln died in	1		3			
Display cases	3		9			
State Library - Archives						
"Significant documents" for Ill. Libs.	10		10			
Norton passport picture	1					12
Exhibit of Jackson paintings	2		5			
Secretary of State						
For Mr. Werneing						
Photo. John Stelle home			35			
For E.W. Merritt						
Rep. of Calhoun Co.			7			
For Mr. Rossiter						
Statue of A. Lincoln			2			
For Blue Book		1	4			
	<u>199</u>	<u>1</u>	<u>1477</u>	<u>37</u>	<u>12</u>	

STATE LIBRARY STAFF MEETING
April 4, 1950

Most of the unit heads said, "I pass."

Miss Byrnes reported that she has found 2 copies of "The Shook" in the surplus book collection and wonders whether, in view of the reissuance of the film we should put them on our shelves. The book was referred to Miss Nichol for a decision.

Mrs. Arzinger reported that the programs for three regional meetings have been sent in- for the one at Jacksonville next week, for the Rockford and the Princeton meetings. The programs are being made up by the librarians themselves and as soon as they are sent to us for mimeographing a copy is posted on the staff bulletin board which is just inside the library stacks back of the reference desk on third floor. Miss Rogers would like the names as soon as possible of any who wish to attend any of the meetings to be held this month in the towns named above, also in Pinckneyville and several other places of which I do not seem to have a list. The programs are meant chiefly for smaller public libraries and will be largely in the nature of workshop discussions but with a good breakfast each afternoon.

Miss Rogers asked each of us to call attention of the staff once more to the Secretary of State's BLOOD BANKS at St. Johns and Memorial Hospitals. She said she had received no response to the earlier request. As you all know, employees of the Secretary of State and their families are entitled to draw blood for transfusions from the Blood Bank maintained at each hospital, so long as there is a supply, but this supply is very low and should be replenished before a emergency. Several members of the Archives staff have contributed to this blood bank in the past and we hope as many as are physically able will respond to this appeal. Donations are allowable not oftener to them from three to six months. Persons over sixty are not supposed to contribute. I do not think this applies to any on our staff.

Miss Boyd of the University of Illinois, who retired last year visited with us (Miss Rogers, Miss Skogh and me) last week. She is continuing to work on her bibliography of anonymous classics. She told us that Miss Boyd has also retired, somewhat under retiring age, because of glaucoma. Miss Bond and Miss Boyd will be best remembered perhaps by the archives staff as the two instructors who always came with the University of Illinois students on their biennial visits to us.

Miss Rogers mentioned the fact that the University of Illinois catalog department has recently substituted a multi-lith machine for the mimeograph, but whether or not this will reduce cataloging costs is not yet determined. At present it costs \$5.90 to catalog a book at the University Library.

Mrs. Howard has been asked to work on a revision of the Parents' Bookshelf, put out by P.T.A. Mrs. Karraker did the earlier edition.

Mrs. Langsdon spoke of having addressed the Illinois Chapter of the Women of the Moose recently. Others on the same program were Mr. Hurley, W.G.N. news caster and the W.G.N. reporter who has been exposing the medical quacks in Chicago.

Mrs. Curren produced a copy of Mrs. Rochester's: Career Girl which is to be passed around the staff and everyone is to read it. If you have not seen it, it is amusingly illustrated and tells briefly and entertainingly how to succeed in business, how to dress, how to behave, etc. I think you will all enjoy it. The Library has five copies and perhaps some of you can get hold of a copy before it comes in the regular routine.

Miss Rogers requests that all ARCHIVES VACATIONS be completed before the archivist leaves for Europe, which will be August 3. Vacations can be started any time now and we would appreciate your giving thought to the time you want. A vacation slip will be coming around shortly. As I shall not return until Oct. 5, it will be too late to plan for a vacation after my return.

Miss Rogers also said that the Louisville public library microcard service is asking for suggestions for 100 books and 10 learned periodicals to be added to the list of microcard books. In case any of you are not familiar with that, see Fremont Rider's book of several years ago on the subject. Microcards are books printed as many as 100 pages to a side of a card- similar in principal to microphotography except a much greater reduction and printed not film.

Miss Blackhaus reported that she is experimenting with the Audiograph for taking down notes of meetings. This was used by her at the last meeting of the State Library Advisory Board. It is not very satisfactory since it picks up all sounds, which means that if a street car or fire truck were to pass those sounds would tend to drown out the speaking voices. It is for this reason that sound recording devices have proved unsatisfactory for recordings in courts, where one would expect to find them.

Mrs. Curran and Miss Norton are the committee to secure movies of interest to librarians and archivists. In March we had one on Paper making, at the meeting today one on binding. Next month we are to have one on the making of a magazine.

Much of the time at the meeting was taken up with a report by Miss Skogh and Miss Norton on the Windsor lectures on librarianship which they, together with Miss Rogers, attended at Urbana last week. The general subject was mechanical means of doing library work. If any of you are interested, my part of the report will be found in my monthly report to Miss Rogers, a copy of which is in my office.

I tried to thank each member of the staff for the card which you so graciously sent me on my 28th anniversary as archivist. In case I missed anyone, and anyhow, I want to say how much I appreciated it. In my own eyes I feel that

I must oftener than not appear to be that ogre who shakes her head, frowns and says, "No." I really do like each and every one of you, no matter if I do have to be the disciplinarian, and I am glad to have this token of affection from you.

Sincerely,

Archivist

Please initial and return to me.

Esbeck
Fidelity Onion Skin

MADE IN U.S.A.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
April 1950

Accessions:

The Corporation Department transferred about 4200 index cards. The Executive Department transferred 22 volumes of its register of trade marks, 1896-1940. The Illinois Legislative Council transferred the replies to its research questionnaire on fox depredations, 1949. Mr. L. H. Keightley, an attorney in Sioux City, Iowa presented 10 documents found in the effects of his grandfather H. N. Keightley, a lawyer at Knoxville, including the grandfather's discharge from the civil war and some land patents signed by Presidents Van Buren and Monroe. I suppose these really should go to the Historical Library but Mr. Keightley seemed to want us to have them.

Departmental Vaults. Records were transferred to their departmental vaults by the following: Teachers' Retirement System, Division of Highways and Secretary of State's "Front Office."

Microfilm Consultant. Mr. J. L. Kerrins, formerly of Indianapolis, now of North Carolina spent a couple of hours here on April 13. Mr. Kerrins was one of the first persons to go into the microfilming of records as a profession, and the first to sell counties on the idea of microfilming their records for insurance purposes. He worked extensively in Indiana for some years and then I lost track of him. He has moved to North Carolina and has been working the southeastern section of the country, particularly in Florida. Probably no one in the country has had more extensive or varied experience as he and certainly no one has been at it so long. What he wanted to discuss with me is this: is there a field for a consultant on microfilming? He says his cameras have been superseded now and he feels there is a place for a consultant who would be able to advise firms as well as governmental units about what records are and are not suitable for keeping on microfilm, how best to do it, etc. One of our big problems has always been the enthusiastic salesman who knows nothing about records and gives indiscriminate advice. I told Mr. Kerrins that I know there is need for such a consultation scheme and probably a field for it if he could get a start. I recommended that he get in touch with Mr. Leahy to see if there might not be a tie-in there. I told him of Mr. Leahy's former connection with Remington-Rand. I haven't heard any further from Mr. Kerrins but found our visit stimulating and got a number of fresh ideas from him.

Disposal Manual.

Several departments, notably the Department of Public Welfare, have read the new National Archives disposal manual with keen interest and have requested us to issue a similar manual for Illinois. After discussing the manner with Miss Rogers it was decided to reprint the N. A. Manual in Illinois Libraries (of which reprints can be struck off) or rather the first chapters

which lay down the basic principles. Permission to reprint or readopt it in any way we sought fit was given by the National Archives. After I got to work on adopting the manual I found the first half could be reprinted with only slight changes. The chapters on microphotography and disposal schedules had to be rewritten almost completely. I considered the question as to whether or not to include one section on county archives, or, to write a separate county archives manual, or to include short sections on apportionments to our county archives in appropriate places in various sections of the manual. I decided on the last for two reasons: First, the State has no jurisdiction over the disposal of county archives except for the provisions for transfer of early records to the Archives and required notices to the State Library of proposed hearings on destruction. Second, county officials probably would not read a county disposal manual we would put out, but it is certainly appropriate to include sections about those parts of the laws which relate to the State Archives. I thought our Field Visitor could hand out copies marked for those sections which deal with county - State Library relations, remarking, "These passages will explain how you can send your security microfilms to the State Archives for protection. Now this manual is for State departments but you will probably find a lot of ideas which you can adopt to your own records program." In other words, we may be able to do something by indirection and it would be a souvenir for the Field Visitor to leave. Incidentally, the full text of the microfilm and records destruction laws should be included when the reprints are struck off.

New Key System.

All State Buildings are being rekeyed by the Best Universal Lock Co., Inc., of Indianapolis, Indiana. The same key combinations we had before in the Archives Building are being continued. From our point of view, the desirable features are that the locks are pickproof and the keys cannot be duplicated in any locksmith's shop as in the past. The head carpenter has the control key which permits removal of the core, and he has the code and machine for duplicating keys as needed. Thus far all locks have been changed except for the Departmental Vaults and the cages controlling freight and stair exits in that section. I am proud to say that when I came to change the keyboard in the key closet I could account for every key. Notice I say, account for, not produce, for several keys to two basement rooms were taken away by State Library employees. But I have a charge for them. I believe it is not going to be necessary to furnish as many keys to individuals as in the past - at least I am trying to key down the number of keys issued.

Archives Visitors. A delegation from the State of Tennessee visited us on April 26 and 27 to confer about plans for the new Tennessee State Library - Archives Building. These were Dr. Dan M. Robison (State Librarian), Attorney General Roy H. Beeler, Mr. H. C. Parrent (Architect) and Mr. J. G. Thomasson, (heating engineer).

Staff Movie. On April 4 Mr. Siebert of the New Method Bookbinding gave the running commentary on a very interesting silent movie on bookbinding, presented first to the meeting of unit heads and repeated twice for the rest of the State Library staff.

Staff Work

We have been concentrating on catching up on filing of Corporation reports. Mr. Cassady, Mrs. McFadden and Mrs. Robeson have all been helping Mr. Rountree. They finished all the preliminary filing on the Not for Profit Corporations, and on May 1 Mrs. Robeson took over the final filing of these, Mr. Rountree to concentrate on filing of the For Profit Corporations. Mrs. Robeson brings up a drawful at a time so that she can work at her own desk. This would not be practicable in the case of For Profit Corporation reports. Final filing has been completed through the letter "W" and I hope Mrs. Robeson can complete this task by the end of May.

Mr. Cassady took one week of his vacation in April, April 22-29. He reports having serviced mail requests for genealogical information as follows:

1830 census.	3 names	2 counties
1840 census	2 names	2 counties
1850 census	14 names	8 counties

Incidentally, reference letters were sent to 16 states of which Illinois got 6, California 4, Indiana 3.

Census index. Mr. Cassady reported writing 238 cards for the 1850 census of Calhoun county and Mrs. McFadden 890 cards. Mrs. Robeson has done the preliminary filing on these. Miss Scheffler has interfiled all Bureau county index cards for the 1850 census in the general file of name index, the final total for that county exclusive of cross references, being 9835.

Miss Scheffler besides filing in the Name Index noted above, reports that the cataloging of the Land Records of the Illinois and Michigan Canal has been completed. The shelflist has been typed. Cards for the reference file have not yet been completed. 38 volumes have been lettered and filed on the 6th level Vault, Bay 13. Miss Scheffler also took Mr. Cassady's reference desk time during his absence on vacation.

Mr. Rountree reports that he has made up 3½ hours of the time of the leave taken April 10 and 11.

Mrs. Reichler's report for the month is not at hand. Her report for the month of March, handed in after the archivist's report was filed, indicated that she had translated four Perrin marriage contracts. She had not been assigned other work during the month.

Miss Winterbauer is continuing with the typing of the Randolph County Commissioners' Proceedings. We are doing,

instead of the usual one volume to the county, all the volumes of the territorial period.

Miscellaneous duties performed by members of the staff have not been enumerated above but their reports are on file in this office.

Mr. LaMarte has been in St. John's hospital since April 15th. The last report I had was that he is improving rapidly and may be able to leave the hospital by the middle of May.

Miss Winterbauer and Mrs. Robeson were called home to man the polls for the primary election on April 11.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

April 1950

Secretary of State

Executive Dept.

Trade Marks, 1896-1940

22 vol.

Corporation Dept.

Index Cards

(Estimated) 4200 cards

Illinois Legislative Council

**A Questionnaire study on
fox depredations, 1949 (Estimated)**

100 documents

E. H. Keightley

Land patents, etc.

10 documents

ARCHIVES REFERENCE

April 1950

Routine Departmental Calls	
Secretary of State	
Bookkeeping Dept.	
Duplicate Pay Rolls	8
Corporation Dept.	
Annual reports	157
Index cards	48
Fee books	2
Executive Dept.	
Land records	4
Proclamations	1
Executive file	2
Notary records	2
Trade marks	12
Index Dept.	
Deeds to State property	13
Elections	14
Enrolled laws	16
Securities Dept.	
Closed case	1
General Assembly	17
Registration and Education Dept.	
Real estate applications	2
Waterways Div.	
Chipperfield report	1
	<hr/> 300

Historical, Genealogical, Archives Technique, etc.

In person	
Archives technique	1
Genealogy	
Name index (phone calls only)	27
Federal census	
Mortality schedule	1
1850 census	8
State Records Commission	3
Historical	
General Assembly	4
Miscellaneous	1
	<hr/> 45
By Mail	
Archives Technique	9
Genealogy	16
History	7
Counties	2
Miscellaneous	5
	<hr/> 39
	<hr/> 384

ARCHIVES CATALOGING

April 1950

Name Index

**1850 Federal Census
Bureau Co.
Cross references**

***9815 cards**

108

~~9931~~ cards

***These statistics supersede previous statistics on this county**

VAULT ADMISSIONS April 1950

Auditor of Public Accounts	12
Civil Service Commission	6
Commerce Commission (Illinois)	4
Dept. of Finance	1
Dept. of Insurance	2
Supt. of Public Instruction	2
Dept. of Public Works & Buildings	2
Dept. of Registration & Education	35
Secretary of State	
Corporation Dept.	2
Executive Dept.	20
Safety Responsibility	5
State Treasurer	13
Division of Waterways	<u>6</u>
	110

PHOTOGRAPHIC LABORATORY
April 1950

Photostats

	<u>Negatives</u>	<u>Positives</u>
Archives		
For patrons	43	
For certified copy	2	
Negro exhibit	19	19
State Library Admin. Off.		
Standards for core chron. ill	12	
Insurance letter	1	
Civil service announcement	2	
State Library Extension		
Newspaper Clippings	3	
Corporation Dept.		
Recording (6 cases)	221	
Waterways Div.		
Deed records (5 cases)	32	
	<u>337</u>	<u>19</u>

Photographs

	<u>Negatives</u>			<u>Prints</u>
	4x5	8x10	5x7	6x9 4x5
State Library	2	37		
Schools on tour		12		
New Method Bindery		10		
Tennessee visitors				
Archives				
Retired negro State employees			6	
Secretary of State				
School group for Rep.				
Gibbs authorized		12		
by Miss McDonald				
War pictures				150
State officials & affairs of				
Secretary		350		
Senators & Representatives				50
War pictures		62		
Miscellaneous copies	34	34		
	<u>36</u>	<u>517</u>	6	<u>150 50</u>

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for May 1950

Accessions. The Index Department of the Secretary of State's office deposited Primary Election records for 1950 with a few 1949 Election records.

The Executive Department transferred its files (except Pardon records) for the years 1938-40, formerly housed in its Departmental Vault.

Departmental Vaults. The Illinois Commerce Commission finished equipping its vault, using Art Metal Cases. The Supreme Court added a number of Y & E cases to match cases formerly purchased for its vault.

The following Departments transferred records to their vaults: Supreme Court, Division of Waterways, Department of Mines and Minerals, Teachers' Examining Board and the Secretary of State's Front Office and Shipping Department.

The Supreme Court has employed two law students to work on their files in their vault during the summer.

The Auditor of Public Accounts has started work preparatory to microfilming their old warrants. These and the cabinets which house them have been removed from the building while the work is going on. There will be much preliminary work getting the files in order. In the meantime, I have authorized the Auditor to put his standardized well-made pasteboard containers in his twelfth floor vault. As soon as the older records have been destroyed after microfilming the steel filing cabinets will be released for housing those records now in the cartons. It would be improper to require the Department to buy new files for this temporary use. We also have loaned them one of the aluminum ladders for use in connection with the file cabinets. Mr. Pace is in charge of the work. I told him we would probably want the records prior to 1870 for the archives. He has agreed not to destroy any without giving us an opportunity to bring what we want into the Archives. I fear this will come during my absence but will instruct Mr. Cassady to keep watch.

Archives Building.

All keys have now been changed over to the new system except those for the Departmental Vaults. A special key is being prepared for the Head Janitor. This will not admit him to the Photographic Laboratory and in the Departmental Vault section it will admit him to the corridors inside the vaults but not to any of the bays. His present Master Key will be picked up when the new one comes.

We emptied the exhibit cases in expectation that those on the first and second floors were to be exchanged. Mr. Reasiter thought this was a job for professional movers since it will be necessary to remove the bases from the first floor cases.

So far nothing has been moved. Incidentally, at the recent meeting of consultants for the new Tennessee State Library and Archives Building, described in greater detail below, this question of exhibit space was discussed in detail. Mr. Church and Dr. Kuhlman were both emphatic about not having too many exhibit cases because it takes too much time to change exhibits and requires the work of the higher grade personnel. They said it was better to have small exhibits changed oftener. I asked Dr. Kuhlman how often he changes his and he replied, "We are always talking about doing it, but to be honest with you, we have never changed the ones we put up when we moved into the building." Mr. Church says his exhibits get changed from three to five times a year.

The microfilm enlarger attachment for the Photostat has been installed except for the lens, the wrong size of that having been shipped.

Wire mesh screens were installed between bays 3 and 4, level 12 East, Departmental Vaults, as the Safety Responsibility Division had moved records into this space which had not been assigned to them.

The Conference Room has been used three or four times for State Library Committees, once for a State Library staff meeting and several days by the archivist while engaged in work requiring uninterrupted concentration.

Rededication of the Vandalia State House

Miss Rogers and I attended the rededication of the Vandalia State House which took place Sunday May 14, as one of the features of the spring tour of the Illinois State Historical Society. The former offices of the Secretary of State and State Treasurer and the Supreme Court Rooms all on the first floor, have been refurnished with antiques of the period and replicas. None of the original pieces of furniture have been found. The Archives Department placed an archival exhibit in the Secretary of State's room, consisting of photographs of records of the period. Miss Rogers presented a U.S. flag and a State flag, gifts of the Secretary of State.

Visitors.

Mr. Stafford Barff, head of the Chicago office of the British Information Service came in the afternoon of May 23. Mr. Wright, the British Consul whom I took on a tour of the Lincoln country last autumn sent him to me with the request that I take him to New Salem. I hardly saw how I could take the time to do it as I was catching the 7:59 train for St. Louis. However, grasping at an opportunity to ask questions about England and in the interest of international relations, I went. I instructed Mr. Cassady to see that he met Miss Dieckhaus and Mrs. Curran the next day.

Trip to Nashville, Tennessee. I spent all day Wednesday and Thursday May 24 and 25 in Nashville, Tennessee, returning to the office Friday at 11 A.M. I am the archival consultant for the new Tennessee State Library and Archives, the other two building consultants being Randolph Church, State Librarian of Virginia and Fredrick Kuhlman, Librarian of the Joint University Library at Nashville. I arrived in Nashville at 7:50 A.M., was met and taken to the Hermitage Hotel. By 9 o'clock I had climbed to the State Library where I met Mr. Church, Dr. Robison, Miss Howell (Assistant Librarian), Mrs. Moore (who did not continue with the party) and Robert Quarles the archivist. We clambered up and down stairs from attic to the basement of the Capitol, from attic to basement of the War Memorial Building, inspected the proposed site for the new building and visited the Supreme Court Library and Attorney General Beeler. Then after lunch we repaired to the Joint University Library where we worked in air conditioned comfort for the rest of our sessions. The architect Mr. Parrent joined us there. After a lovely dinner party at "Mrs. Brown's" a fine restaurant several miles out on the Memphis road, we returned to the Library where we worked until 11 P.M. We were at work again by 9:30 the next morning and adjourned Thursday afternoon at 5 P.M. I then was taken to Mrs. Moore's home where Miss Carruthers joined us for a few minutes. Mr. and Mrs. Parrent entertained us at dinner at the Country Club, after which we visited first the Parrent and then the Robison homes.

I was astonished at the quantity of records which have been transferred to the Tennessee Archives. Except for keeping all the records from each department more or less together, apparently nothing has been done to make them accessible - they being covered with years' accumulation of filth and some in open boxes. Things looked very much like the Illinois storerooms when I took over. There has been no attempt at selectivity in accepting records, and it would appear that the archives has been looked upon primarily as storage. Even though Mr. Quarles insists he can lay his hands on anything, it takes time to go from one building to another and I cannot believe that the Departments have turned over their most valuable records. Mr. Quarles believes in saving everything. His only record of holdings seems to be his receipt - accession file, and he has apparently made no indexes, shelf lists or finding aids. He has made a survey of records and came up with the figures 40,000 cubic feet in the Archives, 30,000 cubic feet still in State departments. He has not distinguished between books and unbound records in varying sizes and shapes.

Asked for a recommendation I said I did not see how they could get along without a detailed inventory of what records are in existence for each department and that when that was finished they should decide upon a disposal program.

Mr. Church described the new Records Management of the State of Virginia. As you know, the State Archives refuses to accept any records later than 1865 and believes that the function of the archivist is to care for the archives of the State which have historical interest. Until very recently the archivist has shown no interest whatsoever in problems connected with the care of modern records. The Governor therefore employed Records Engineering, Inc., of Washington, to make a survey and recommendations. The president of this firm is Senator Gerald Nye, the records engineer is a Mr. Zitman who had some experience at the National Archives. This firm recommended a disposal and microfilming program for the State records. It is obvious that the Tennessee people cannot and will not do this work themselves before moving into the new building and that if the records are moved in just as they are it will take years to dispose of them. Both Mr. Church and I recommended that the State employ records engineers to do this difficult and dirty work for them and gave Dr. Robison the names of the two firms now in the field. Mr. Church was most enthusiastic over the work done in Virginia.

Most of our time was spent discussing space requirements. For the most part the consultants agreed with the program set forth by Dr. Robison. In some places we had to point out that he had not determined upon specific policies and how that would affect his recommendations. His diplomatic problems are future relations with the State Historical Society and the Extension Department. The latter is somewhat unhappy about becoming amalgamated with the State Library which is a non-circulating reference library. The Supreme Court Library is in the Supreme Court Building which is next door to where the new building will be. It intends to keep only current numbers of the Revised Statutes of other states and, I believe, of their session laws too, and wants the State Library to keep back files. Incidentally, both the librarian and the assistant librarian of the Supreme Court Library are colored. The former trained under Mrs. Moore and knew the books so well that when the library was separated from the State Library the judges wanted this colored man for their librarian.

We had an interesting call on General Beeler. He is a book worm and his spacious office is overflowing with his private library, which is of catholic taste.

Most of our time was spent in discussing the amount of space needed for various functions of the State Library. The building site is next to the Supreme Court Building and must harmonize with its modern style of architecture. The architect suggests that the front of the building be similar to the Supreme Court Building and contain the offices and workrooms. The stack area at present will be about 100 feet square and will contain 6 to 8 floors, with plenty of room for expansion to the rear. The architect is sure he can carry the weight of the archives in that same stack structure, allowing for rearrangement of equipment in 9 foot square sections without our intervening columns at 3 foot intervals. The plan is

similar to that used in the Joint University Library. Weight will be carried on floors supported with beams instead of equipment being attached to column uprights as here. It seems to me to be extravagant to provide for the heavy archival weight throughout the bookstack area, but it seems impracticable at present to decide the relative amount of space needed by the two types of materials. Certainly the library will have to go through a period of rapid expansion when they sort out their books and see where the lacunae are. While they know the cubic feet of existing records they have no idea how many are to be retained and what the rate of expansion will be. The architect recommends that the archives be housed in the two lower levels at present, the most used library books on the street level and the level above, and the rest of the space allocated as needed. Dr. Robison is intrigued by our system of departmental vaults but no practicable method of segregation of or access to them has been proposed so I doubt very much if the system is adopted. Mrs. Moore had hoped to have an entirely separate archival section attached to the rear of the building, but they just do not have the money to do that, at least at present. As soon as the architect has drawn plans we are to be called back for further criticism. Meantime some of the policy decisions about which we raised questions will have to be resolved before final plans completed. Incidentally, I think Dr. Kuhlman's suggestions are very practicable and I found myself in agreement with Mr. Church far more than I had expected. I do not mean that just the way it sounds. Our two institutions are so different that I had expected our advice would be at cross purposes, but it wasn't.

I wish to comment in particular on the new chairs which are used in the Joint University Reading Rooms. They are supremely comfortable and appear to be of unusually sound construction. They are in essence captain's chairs, except that the arms do not extend far enough forward to interfere with writing at the desk, yet give the comfort of an arm rest. Saddle seats are used. In the back of each chair is a cut-out place for inserting the hand for moving the chair and there is a hat rack beneath the seat. Large $1\frac{1}{2}$ " gliders are on each leg. I found the chairs comfortable as to back and seat but a little high from the floor. However, each table has a built in foot rest so that does not matter. Dr. Kuhlman purchased these posture chairs from Sikes, somewhere in Ohio. He forgot to give me the details but if you are interested you can get cost and other figures from him.

Staff Work.

As I reported last month, I am spending these last few weeks before leaving for Europe in cleaning up odds and ends which do not count statistically but which will allow me to leave with nothing on my mind and to come back to new projects. Among the things I have been doing this past month are: filing in our technical pamphlet file, doing miscellaneous checking in the Perrin index, reading proof on county commissioner's proceedings which Miss Winterbauer is typing, working with the head carpenter on rekeying the building and checking and weeding

out my notes on the history of State government. For one thing, I am expanding the bibliographies, particularly as to appropriations. In many cases I have notes more detailed than what could be used in the formal History and I am segregating these from notes which can now be destroyed. This project is about half completed.

Mr. Rountree and Mrs. Robeson have now completed the filing of Not for Profit Corporations and Mr. Rountree has started filing the For Profit Corporations. Mrs. Robeson will assist in the filing by unfolding and stapling but it is not practicable for her to do the actual filing. She has resumed the work of unfolding Enrolled Laws and getting them into the new folders.

Mrs. Reichler has finished making slips for the bound volumes in the Perrin Collection which we are going to index for the present. Much of the rest of the early court records are at present in too fragile condition to work upon at present. She still has to type the cards from her slips and to finish a few more marriage contract translations.

As soon as the new lens for the microfilm enlarger arrives I want the 1830 federal census enlarged on sheets and distributed among staff members for indexing. That should be the principal work of Mrs. Reichler, Mrs. Robeson and Miss Winterbauer while I am gone. The Photographic Laboratory may need considerable prodding to keep up with them, but if all things work out as they should, this 1830 census should be completed by the end of the year or sooner. Mr. Cassady and Mrs. McFadden will continue the indexing of the 1850 census from the film. At present we are in a vicious circle - we spend too much time on genealogical searches because the indexes are not done, and that search prevents our getting the indexes done. Incidentally, Mr. Church has a form which he sends out, refusing to search the census for individuals because it takes too much time from other archival work. I tell him we consider it an investment in good will and the appreciative letters we get prove to us that it is worth while. Maybe I'm wrong, especially since much of our work is for non-Illinois residents, but I like our reputation for giving service that other state libraries won't or cannot give.

Miss Scheffler has rearranged the cataloged I & M canal records, lettering them and making new shelf-lists. She has unrolled and placed in cases 135 of the maps for this collection. She has also spent considerable time at the Reference Desk and while there unfolded and stapled corporation reports.

Mail inquiries came from 19 states and the District of Columbia, California leading with five letters. Eight Illinois cities and towns sent inquiries. As usual most of our mail related to family history. We searched 2 counties for 2 names in the 1820 census; 2 counties for 2 names in the 1830 census; 4 counties for 1 name in the 1840 census; 12 counties for 16 names in the 1850 census. Among the questions relating to

archival technique were: Does your type of fumigator generate poisonous gases? (North Carolina). Advice on repairing old newspapers (State Normal University). Qualifications for assistant archivist (Tennessee Personnel Dept. and Colorado Archives). In person, we gave advice to the Auditor with respect to his microfilm program and to the Department of Public Welfare concerning scheduling of records. Among the historical questions one related to the territorial seal for White County (supposedly dug up by some Rosicrucian children); and biographical data on the sponsors for the 1849 township organization act.

Microfilming Projects.

As you know, the Mormons are microfilming county records for genealogical purposes all over the country. Mr. Church says they have deposited duplicate films with the Virginia State Library which would have cost \$300,000. It seems that Mormon doctrine provides for a retroactive system of taking one's ancestors into the church, so all are busy "saving" their ancestors. At present the church is working chiefly in the east, but in view of the Illinois history of Mormonism I should think they might be induced to work here before too long. Do you have any contacts which might further this project? It seems probable, however, that few Illinois counties furnished Illinois converts. It seems to me that we should get our own microfilming project going - i.e., to obtain microfilm copies of early Illinois county records prior to 1870. Right now would seem to be the time to do it while many of the counties are at work microfilming their deed records. With microfilming machines at work in the counties, we ought to be able to get our work done at the same time and relatively cheaply, since part of what we want would call only for a duplicate copy. The major project for Mr. East's first year, I believe, might well be a survey of what the various counties have done, are doing and propose to do in the matter of microfilming. As preparation for that Mr. East should become an expert on applications of microphotography, and if possible, should be sent to Washington to confer with Mr. Noll of the National Archives, Mr. Schwegeman of the Library of Congress and to Cambridge to see Vernon Tate at M.I.T. Mr. East has had some experience with newspaper microfilms, having been employed in the Historical Library newspaper room for a time. I plan to start him out inventorying the microfilms we have. I shall also give him some indexing to do and train him for reference desk relief.

In your next budget I recommend that you provide for field work in county microfilming, including perhaps a portable Recorderk.

Archival Legislation.

Since I shall probably be away at the time new legislation is under consideration, I wish to recommend an amendment to the State record laws which will define the term "records" more specifically and make it clear that the present section in the Criminal Code relating to destruction, larceny, etc.

of records applies to State records. I recommend that the wording of the federal laws on this subject be enacted into Illinois laws. This information is to be found in the National Archives manual on disposal of records which we are using as a basis for our own manual. More teeth should be put in the State Records Commission act, both as to application, personnel and disposal and microfilming clauses. Presumably the "Little Hoover Commission" is to make a recommendation concerning the State Records commission.

Staff Notes.

Mr. La Hart who had been out ill since April 15 left the hospital but was still at home on May 31.

Vacations were taken as follows:

Mrs. Robeson May 6-13; Mrs. McFadden May 27-June 3.

Beginning May 6, the staff were given alternate Saturdays off, those on 8:30 shift having the time off. The staff were given their choice of having Monday May 29 or July 3 off. The following worked May 29: Norton, Cassidy, Winterbauer and Helm.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

May 1950

Secretary of State

No. Docs.

Index Dept.

Deed records. 1 case
Election Records. 1949/50

Est. 225⁵

Executive Dept.

Est. 5200

Executive File, 1938-40
Certificates of Qualification,
1938-40

Requisitions on Illinois
for return of fugitives
1938-40

Requisitions by Illinois
for same
1938-40

Trade Marks # 14,458 -
17,409

Est. 5430

ARCHIVES REFERENCE
May 1950

Routine Departmental Calls

**Secretary of State
Corporation Dept.**

Annual Reports	135
Index Cards	40
Correspondence	22

Executive Dept.

Certificates of Qualification	1
Land Record	1
Notary Bonds	4
Trade Marks	19

Index Dept.

Deeds to State property	3
Election Records	2
Enrolled Laws	32

Department of Registration and Education

Real Estate Licenses	2
----------------------	---

Division of Waterways

Maps	2
------	---

General assembly	12
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255

Genealogy

In person

1850 federal census, 4 counties	4
1855 State census, 1 county	1
1860 Agricultural census	1
1865 State census, 1 county	1

By mail	20	27
---------	----	----

History

In person

Enrolled Laws	2
Beet Sugar Industry Research	1
Miscellaneous	3
Name Index (Phone calls)	11

By mail	7	24
---------	---	----

Archival Technique

In person

	2
--	---

By mail	8	10
---------	---	----

Miscellaneous mail

	11
--	----

Grand Total

324

ARCHIVES CATALOG

May 1950

Name Index

Federal Census, Calhoun Co., 1850
Perrin collection

754 cards
54 cards
808

Catalog

None

VAULT ADMISSIONS May 1950

Div. of Architecture & Engineering	2
Auditor of Public Accounts	25
Civil Service Commission	4
Dept. of Finance	2
Illinois Commerce Commission	3
Liquor Control Commission	3
Dept. of Insurance	3
Supt. of Public Instruction	3
Dept. of Mines & Minerals	1
" " Rehabilitation	3
" " Registration & Education	43
Secretary of State	
Corporation Dept.	2
Executive	20
Safety Responsibility	4
Shipping Dept.	3
State Treasurer	16
Supreme Court	7
Div. of Waterways	5
	<hr/> 149

Photographs	<u>4 x 5 negatives</u>	<u>Prints</u>
	<u>5 x 7</u>	<u>8 x 10</u>
Archives Dept.		
Copies of material loaned for Negro Hist. exhibit	114	18
State Library Admin. Of.		
School visitors. Student librarians, etc.		86
Picture of bookmobile		8
Exhibits, 1st floor Centennial		6
Copy from "Illustrated Fort Dodge"		4
Secretary of State		
School group - Rep. Gibbs		12
Blue Book		
2d floor Capitol Cage, Auto Dept.		12
Front Office		12
	<u>114</u>	<u>158</u>

Register Illinois Librarians	31
Subscription Books Bulletin	6
Copy of letter	6
Ethics for Teachers	7
Peoria Lib. organization	1
Letter from ALA	2
From U.S. Stat. at Large	10

Deed records for Div. Arch. & Engineering. St. Charles School	24
Deed records for Dept. Regis. & Educ. W. State Teachers College	4

Recordings (7 docs.) 90
181

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

June 1948

Accessions.

One deed record was added to the file.

Mr. East presented some early Peoria County election records (1826, 1828) which were given to him by the son of the late David McCullough, author of the History of Peoria (1902). These records had evidently been borrowed at the time the book was written. Because the rest of the file now seems missing and the county clerk is not historically minded, Mr. East felt these should come to us rather than go back to the county. The transaction was dated back of the time Mr. East came onto our staff.

Departmental Vaults

Transfers to their Departmental Vaults were made by the following departments: Commerce Commission, Division of Waterways and Liquor Control Commission.

Archives Building Notes

The re-keying of the Archives Building has been completed except for some half dozen locks missing when cores were changed - i.e., for the second exit door for each of the North Departmental Vaults and for the door to the elevator machinery room for the east passenger elevator. Also some of the key labels have not yet been changed. A full report on keys by location and by key number has been filed in the office of the Assistant State Librarian and in the Key Closet to the Archives Building.

New fluorescent lights were installed in the Archivist's Workroom (Staff Room) and over the drawers in the Harlow Room.

New metal Venetian blinds were installed.

The exhibit cases from the Pope Room were exchanged with those from the second floor lobby. No exhibits have been placed pending repainting of the cases.

Staff Notes.

Mr. Ernest East of Peoria was appointed Field Visitor for Archives following the Civil Service Commission examination held for that position last autumn. Mr. East, a former newspaper feature writer has long been interested in county records both as a writer on Peoria history, as a former member of the County Board of Peoria and as a trustee of the Illinois State Historical Society. He is also a former member of the staff of the Illinois State Historical Library. He will be spending the next few months familiarizing himself with Illinois archival procedures. He is doing relief work in the Reference Room, handled the genealogical mail during Mr. Cassady's vacation and has taken up the compilation of the study of county government from where Mr. Cassady left off (i.e., with 1818).

Vacations during the month were as follows: Mrs. Reichler June 3-17, Mr. Cassady June 17-24, Miss Winterbauer June 17 - July 1.

Mrs. McFadden's husband underwent a major operation June 30 and is recovering nicely.

Mr. LaHarte returned to work June 12 after a lengthy illness.

The Conference Room was used by the following groups: State Library staff meeting; Committee on State Library Classification; Committee on State Library Manual; State Employees' Association.

Peoria County.

Mr. Barnes, county recorder and Mr. Tuock his chief deputy called one afternoon to discuss the deposit of their security film in the Archives vaults. They plan to send it in as completed, by Mr. East.

Disposal Manual.

The first half of our Disposal manual appeared in Illinois Libraries for May 1950. The Committee on State Records appointed by the Department of Public Welfare, also based on the National Archives Manual, is in draft form. I made some suggestions for minor changes to coordinate with what we had written but have not yet had a formal conference with representatives of the Department. Mr. Jahnke, the chairman of the Committee has kept in close contact with me while he was working on his Manual. This I consider very well done. He has boiled down the federal manual very clearly. Our larger manual with more explanations can be used to supplement this. In the manual are some suggestions for amendments to the State record law. These suggestions did not originate with me though they are along the lines we have been thinking about. A report on this will be sent to the Assistant State Librarian shortly.

Messrs. Coenel and Brigham discussed the Archives Department with me informally. Mr. Spaulding has never come near me - in fact I haven't even seen him since he became a member of the Survey Committee. Presumably he considers himself inexperienced in the archival field.

I also talked briefly with Mr. Walker of the Little Hoover Commission. He said he was making three alternative suggestions for the placement of the archives but did not know which recommendation the Commission would make: 1) have the archives where it is; 2) make it an independent commission; 3) (hold your breath!) make it a Division in the Finance Department!!! He ended by saying, "Don't worry - in the long run they aren't going to take any departments away from the Secretary of State." Evidently they are following the Leahy report too closely - all emphasis on physical aspects of records, none on the cultural aspects.

Staff Work.

Mrs. Reichler has finished indexing and typing the cards for the last Perrin volume we proposed to index for the present - the registration of negroes. She is still working on the translations.

Mr. Cassady prior to his vacation did the genealogical search. He reports checking 3 counties for 3 names in 1830 census, 4 counties for 4 names in 1840, and 12 counties for 16 names in the 1850 federal census.

He has started a project for checking the shelf list against the shelves against the catalog, bringing open entries up to date and listing uncataloged material. He has finished level 3 and is working on levels 2 and 4.

Miss Scheffler is continuing the detailed cataloging of the I & M canal records. She has completed the analyticals for 83 volumes but has not typed the catalog cards for them. This detailed catalog, on legal sheets, 2 copies, is filed in the Reference Library and on Level 6 where the records are kept.

Mr. Cassady and Mrs. McFadden have done approximately 250 and 900 index cards for the 1850 federal census of Calhoun County, now approaching completion.

Mr. Mountree has completed the letter "B" of the For Profit Corporation reports. Mrs. Robeson is stapling and unfolding ahead of him.

Mrs. Robeson has finished most of the year 1928 in transferring Enrolled Laws to the new folders.

Much of my time, especially the last three weeks of the month, has been spent on editing the Check List of State Documents for publication. I anticipated that this would involve minor editing of copy which Miss Winterbauer could type from the catalog cards. I found so many inconsistencies in the forms of entry that I ended by doing the typing myself. Also some documents for which I did not have bibliographical detail have since been acquired by the Historical Library or been located in the Archives. Also some of the cards are merely typed copies of State Library or Historical Library entries less full than the form I am using. All of which means a major operation of rechecking. At times it looks as though I would not have time to finish the task before I leave, but such "messes" have a way of resolving themselves suddenly so I am hopeful. There will be between 150 and 160 pages of copy which means the publication will run through most of the year. Perhaps you will decide not to print it because of its length, but I believe it worth doing.

Respectfully submitted,

Archivist

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ARCHIVES REFERENCE
June 1950

Routine Departmental Calls

Secretary of State		
Corporation Dept.		
Annual reports	75	
Index cards	38	
Executive Dept.		
Notary bonds	2	
Trade Marks	6	
Index Dept.		
Deeds to State property	6	
Election records	12	
Enrolled laws	11	
Securities Dept.		
Closed cases	1	
General Assembly	23	
Registration & Education Dept.		
Real estate brokers	3	
Waterways Div.	2	
	<hr/>	179

In Person

Genealogy		
1850 federal census	8	
Mortality schedules	2	10
History		
County histories	5	
Historical records survey	1	
Name index (phone calls)	28	34
Advisory		
County	1	
State	1	
	<hr/>	46

By Mail

Miscellaneous	3	
Genealogy	11	
History	3	
History State Departments	3	
Archival technique	4	
	<hr/>	24
		<hr/>
		249

ARCHIVES CATALOG

June 1950

Name Index

Perrin Collection

143 cards

Calhoun Co. federal census,
1850

~~1150 cards~~
1293

Catalog

0

VAULT ADMISSIONS June 1950

Auditor of Public Accounts	21
Civil Service Commission	9
Dept. of Finance	1
Illinois Commerce Commission	4
Dept. of Insurance	2
Liquor Control Commission	1
Dept. of Public Instruction (Teachers Pension)	1
Dept. of Public Works & Bldgs	2
" Registration & Education	46
Secretary of State	
Corporation Dept.	1
Executive	21
Safety Responsibility	5
Securities	1
State Treasurer	11
Supreme Court	4
Div. of Waterways	2

192

PHOTOGRAPHIC LABORATORY
June 1950

Photostats

Illinois State Library

	<u>Negatives</u>	<u>Positives</u>
Copy of letter	2	
Copy of civil service papers	6	
Copy Book Review Digest, 1949	4	
Copies from Catholic World & Bookshop Service	4	
Copy of Register of Ill. Libraries	15	
Copy of Voucher	3	
Copy from Illinois Libraries	2	
Copy of Letter	1	71

Corporation Department

Recording	71
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Southern Illinois Normal University

Dead record	66
	<u>174</u>

Photographs

Blue Book

Secretary of State

	<u>Negatives</u>	<u>Prints</u>
	8x10	5x7 4x9 4x5
Springfield Giants Team	40	
Portraits of Barrett	162	5
School group requested by Rep. Gibbs (not signed for)	12	
Girls' State (Millhouse)	4 20	
Operator's License		
Copy for FBI	2	6

State Library

School groups visiting Library	86			
Bookmobile	4			
Staff meeting	16			
Exhibits in Centennial Building	30			
Group of men delicting bee	12			
Art Department copy work	8	8	12	
	<u>18</u>	<u>511</u>	<u>12</u>	<u>5 6</u>

ILLINOIS STATE LIBRARY
ARCHIVES DIVISION
July 1950

Accessions. The Index Department sent over deed records relating to new purchases of land for Southern Illinois University.

The House of Representatives has sent over all its records for the Special Session of 1950. The Secretary of the Senate still has not sent over records of either the regular or the special session. Mr. Butler has been much concerned over this because they have been left out on tables and may have been tampered with. It is possible that the secretary of the Senate may try to blame me for his failure to send them over. At the beginning of the special session one of his clerks called me and said, "We are going to bring the records of the regular session over tomorrow, is there any particular way you want them filed?" I replied that we preferred to have the bills arranged numerically if possible. "We haven't anyone to do all that work!" she replied testily and rang off before I could answer. The next day some one (Mr. Alexander himself if I recall correctly) called and said, "We have decided to wait until the end of the Special Session to send the bills for the Regular Session because some of the Senators want to see them." I think Mr. Butler has prodded him until he has got stubborn. Now we probably won't get the records until they clean house for the next session. Of course, the law directs the Secretary of the Senate to deliver the records to the Secretary of State immediately after the close of each session of the General Assembly.

The Department of Agriculture transferred its file of agricultural statistics for the years 1937-46. This is a joint State-federal project and the federal Department of Agriculture also approved the transfer. Historically these complete records on products of every form in the state are valuable, particularly as showing changing crops and the effects of the AAA program and World War II on what was grown in the state.

Departmental Vaults. Transfers were made to their Departmental Vaults by the State Library, State Treasurer, Division of Waterways, Supreme Court and Executive Department (Pardon records).

Staff Work. I spent most of my time editing the check list of State documents 1812-1850 for publication in Illinois Libraries. Then I suggested doing this I had thought it would mean typing off the cards and proof-reading the typing. However, the cards were done over a series of years with the to-be-expected lack of uniformity in detail and arrangement of entry. Also the Historical Library has acquired Sabin, the State Library the Library of Congress Catalog and several other bibliographical guides have become available, all of which yielded additional bibliographical information. I therefore found myself involved in a major enterprise. Both Miss Winterbauer and Miss Scheffler

aided in the typing and Miss Scheffler on checking, but much, even of the overtime had to be done by me. I kept no account of the overtime but with Saturday and even some Sunday work I know I made up not only the time I was in Nashville both times and also nearly a week of the extra time so generously allowed me for the European trip.

July 10 I again spent in Nashville, Tennessee as a member of their State Library Building Commission. Miss Rogers, Assistant State Librarian, was able to arrange a business trip to Nashville for the same time and we drove, leaving Sunday morning and returning to Springfield Tuesday afternoon.

Miss Scheffler was away on vacation the first two weeks of July. In addition to the assistance given me on the checklist she reports working on an exhibit of items for each county for the second floor exhibit.

She also did a bookreview for the American Archivist on U.S. Dept. of Interior. Bureau of reclamation. Standard correspondence filing system handbook.

She reports having done no cataloging because of the extra work in helping me.

Mr. East is continuing the work on the history of county departments begun by Mr. Cassady. He compiled a sample bibliography of laws relating to the county recorder and is making detailed index slips for county functions for the period 1819-49. He has made all the searches this month on genealogical letters. He is also checking the microfilms Mr. Hansen made for inventory purposes.

Mr. East has applied for membership in the Society of American Archivists.

Mr. East is chairman of the Committee on Marking Historical Sites of the Illinois State Historical Society. He had one meeting this month with the Division of Highways, the State Historian and local historical officers on the placing of a marker, manufactured at Pontiac reformatory, at the site of the Lewis and Clark Expedition Camp near Alton.

He has also had some correspondence with William J. Peterson, superintendent of the State Historical Society of Iowa about the Illinois archives and its building. Were I not going away so soon I would have taken this matter up myself in hopes of helping as I did with earlier plans for a new archives building at Des Moines. The Iowa State Historical Society is located at the University of Iowa at Iowa City but has always sponsored the State Archives. I do not know which institution is now contemplating a new building.

Mr. East is also, on his own time, working on an article to be printed in the Lincoln Herald, published by Lincoln Memorial University. Mr. East's knowledge of Illinois history and source materials is a great asset to us.

Mrs. Reichler has finished the French translations, also the cards for the St. Clair County Court of Common Pleas, 1790-91, indexed by her. She is now indexing some miscellaneous fragments of court records. Her cards have not been proofread so a count cannot be given.

Mrs. Robeson did not report this month as she has been in attendance the last few days on her father who is in critical condition from a stroke suffered while driving to work last Friday morning. I know she has filed the 1850 census cards for Calhoun county which is now finished. She is working in the year 1831 with new folders for the Enrolled Laws. She was away on vacation July 15-22.

Mrs. Cassady checked the shelf list against the catalog to bring the record of cataloged series up to date and making catalog notes for uncataloged material. I am very anxious to get all series cataloged this coming winter, then to return to the analytical cataloging of the General Assembly records which had to be dropped several years ago.

Mr. Rountree took the second week of his vacation July 22-29. He is now filing in the letter "D".

Miss Winterbauer has been typing County Commissioners' Proceedings. She has finished typing through the territorial period for Randolph County and is now working on the first volume for Champaign County. None of this work has been proofread.

The failure of the Photostat Corporation to send the missing lens for the enlarger has thrown my plans for staff work this summer completely out of gear. I had planned to find a substantial part of the federal census for 1830 indexed on my return from Europe, and certainly had hoped to be able to supervise the start of the work. I have left instructions for this to be carried on in my absence by Mrs. Reichler, Mrs. Robeson and Miss Winterbauer, under Mr. Cassady's supervision.

Conference Room. Mr. Vickers is using the Conference Room for a survey being made for the Secretary of State.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

July 1950

Vol. Documents

Secretary of State

Index Dept.

Deed records - S. Ill. Univ.

12

General Assembly

House clerks

Records of 1st spec. sess., 1950

49

House and Senate Journals, 66th General
Assembly 1949

38

Department of Agriculture

Illinois Agricultural Statistics,
1937-46

38

1019

1080

ARCHIVES REFERENCE

July 1950

Routine Departmental Calls

Secretary of State

Corporation Dept.

Annual reports

91

Index cards

48

Correspondence

2

Executive Dept.

Land records; Certificate of purchase

1

Criminal requisitions

2

Land patents

2

Notary bonds

1

Trade Marks

6

Index Dept.

Contracts

2

Deeds to State property

6

Election records

1

Enrolled laws

17

Division of Waterways

Canal maps

6

187

Historical, etc.

In person

History

Constitution of 1848

1

Old State House

1

General Assembly

6

Miscellaneous

2

Name index

11 2

Genealogy

Federal census 1850

7

26

By Mail

History

4

Genealogy

15

History State Departments

2

Archival Technique

1

Miscellaneous

6

18

56

243

ARCHIVES CATALOG

July 1950

Catalog

Perrin Collection

6 series

6 cards

Name Index

cards

Constitutional Convention, 1847

7

Calhoun Co. 1850 census

350

Carroll Co. 1850 census

275

Perrin Collect.

496

1128

VAULT ADMISSIONS July 1950

Div. of Architecture & Engineering	2
Auditor of Public Accounts	7
Civil Service Commission	2
Dept. of Finance	1
Illinois Commerce Commission	7
Dept. of Insurance	1
Supt. of Public Instruction	2
Dept. of Registration & Education	29
Secretary of State	
Corporation Dept.	2
Executive Dept.	20
Safety Responsibility	3
State Treasurer	22
Supreme Court	1
Div. of Waterways	5
	<hr/> 104

PHOTOGRAPHIC LABORATORY
July 1950

Photographs

	Negatives	Prints
	4x5	8x10
State Library		2
ALA office		8
Bookmobile		
Art Dept.	2	2
"Copy"		
Secretary of State		
Blue book	3	76
Mr. Millhouse		
"Public relations"	10	20
	<u>15</u>	<u>108</u>

Microfilm

For Prof. D. A. Price,
S. Ill. Univ.
(to be paid for)

1 roll - 1176 frames

Photostats

Corporation Dept.

Negatives

88

ILLINOIS STATE LIBRARY
ARCHIVES DIVISION
August 1950

Accessions.

The Index department sent over deed records relating to the purchase of land by the Conservation department in Massac and Union county, and purchases in Alexander, Union and Lee counties.

Departmental Vaults

Transfers were made to their Departmental Vaults by the State Library, Supt. of Public Instruction, and the Civil Service Commission.

Staff Notes.

We are pleased to report that Miss Margaret C. Norton, Archivist, was selected as delegate to the International Conference of Archivists, Paris, August 21-25, as a representative of the Society of American Archivists. This is an honor to the State of Illinois, the State Library and to Miss Norton. We are looking forward to her return.

Building Notes

We are in the midst of redecorating the office portion of the Archives Building. The ceilings in the Hughes, Emerson, Pope, Hendrickson and Harlow rooms are painted white to give more light and the walls are to be painted and the wood work washed. We are likely to be up-set for awhile but the end result will be wonderful.

State Fair and Exhibits

The staff were allowed 14 days off to attend the Fair but we maintained a skeleton force. Miss Scheffler prepared exhibits of the Constitutions of 1818 and 1870 (in facsimile). These were supplemented by pictures of the State flag, bird, tree and song. Copies of the "Constitution of Illinois" and the "Great Seal of the State of Illinois" were also included.

Miss Scheffler also prepared exhibits for the museum rooms of the Archives Building. The original Constitution of 1818 and 1870 are on display. Colorful and attractive, informative documents, published by the State of Illinois, are also shown.

Enrolled Laws, concerning the organization of counties of the State of Illinois from 1790-1859 are displayed on the second floor lobby of the Archives Building. Photostats of photographs of 28 county court houses lend attractiveness to the exhibit.

The Cahokia Court House, a map of State Parks and Memorials, the Metamora Court House and an article by Robert L. Conn, concerning the Postville, Mt. Pulaski and Lincoln Court Houses of Logan County add color and interest to the exhibit.

The two cases used at the State Fair have been returned to this floor and the facsimile of the constitutions are now on display in the lobby. Copies of "The Constitution of the State of Illinois", "The Great Seal of Illinois, pictures of the state flower, bird, flag, song and tree complete the exhibit.

Staff work.

I am continuing the checking the many series for incorporation or extention. I am also checking against the shelf list inventory and having the list retyped after checking. We have had several interesting reference problems this month. Mr. Ray Ginger of Western Reserve University Staff was searching the Executive file for computations, pardons and correspondence relative to Clarence Darrow. The Executive department photo-stated some of the material for him and he was well pleased. He assisted Sister Mary Madeline R.S.M. of St. Xavier's College in complicated election research and George H. Miller of the University of Michigan who was working on his Doctors degree.

Miss Scheffler in addition to arranging the State Fair exhibit and the museum and second floor exhibits in the Archives Building reports that 516 cards were filed in the St. Clair county name index and 32 catalog cards were filed.

Mr. East reports that he is continuing his work with the bibliography of Illinois laws. He also made genealogical search for 6 names in 6 counties of the 1850 Federal census. Mr. East compiled supplementary reference report on Illinois State Senators with reference to age and with Mr. Cassidy proof read copy for separate, "Illinois Archives Manual."

Mrs. McFadden in addition to her reference room service reports that 825 index cards have been written for the 1950 Federal census and that she has typed ahead 100 folders for the General Assembly records.

Miss Winterbauer has finished typing the minutes of Randolph county commissioners meetings and is now working on Champaign county. She is also helping Mr. Cassidy by retyping the shelf list inventory and getting out correspondence.

Mr. Bountree reports that in addition to his reference service and mechanical printing that he has finished the Letter "E" in filing Corporation reports and is now working on "F".

Mrs. Reichler reports that she has made 350 name index cards for the 1830 Federal census and that she made 125 catalog cards from the Perrin collection.

Mrs. Robeson filed 1,240 index cards for the 1850 Federal census Carroll county. She transferred 700 enrolled laws from Shucks to new folders advancing to the year 1933. She stapled F's & G's 1947 Corporation reports.

The Photostat corporation has now furnished the lens for making contacts from the microfilm and Mrs. Reichler has started on Life county. Other Staff members will speed up this work when Mr. Bish returns from his vacation and increases our stock pile of prints.

The Department of Registration and Education have started to microfilm their records in the department vault. We have suggested to them that they request a meeting of the Records Commission in late October to discuss compliance with the microfilm law and the eventual disposition of the original records.

Visitors

Mrs. Coats, Librarian with the Indiana State Library.
Father Cleary, Bradford, diocesan historian, Peoria diocese.
Sister Mary Magdeline, St. Xavier's College.

Document Archivist

ARCHIVES ACCESSIONS

August 1950

Secretary of State. Index Dept. Deed records

Division of Highways 3 cases 18 documents

Department of Conservation 2 cases

26

44

ARCHIVES REFERENCE
August 1950

Routine Departmental Calls

Secretary of State

Corporation Dept.	
Annual reports	89
Index cards	28
Charter	3
Dissolutive	1
Correspondence	1
Index Dept.	
Deeds	3
Elections	19
Enrolled Laws	4
Executive Dept.	
Trade marks	5
County officers	2
Proclamation	1
Securities	
Closed cases	2
General Assembly	23
Registration & Education Dept.	
(Real Estate Salesmen)	2
Waterways Div. (Ill. Mich. canal)	<u>1</u>
	134

In Person

Genealogy	10
1850 Federal census	
History	
County histories	3
Historical collection (Newspapers)	1
Name index (Phone calls)	21
World War records (1) Bonus	<u>1</u>
	36

By Mail

Miscellaneous	6
Genealogy	16
History	<u>3</u>
	<u>25</u>
	245

ARCHIVES CATALOG

August 1950

Name Index

Carroll County Federal Census
1850

1240 cards

St. Clair Name Index, 1830

548 "

White County Federal Census
1830

350 "

2138

VAULT ADMISSIONS
ARCHIVES DEPARTMENT
July 1950

Auditor of Public Accounts	4
Civil Service Commission	8
Dept. of Finance	1
Illinois Commerce Commission	1
Dept. of Insurance	1
Dept. of Mines & Minerals	1
Supt. of Public Instruction	5
Dept. of Registration & Education	41
Secretary of State	
Court of Claims	1
Executive Dept.	21
Safety Responsibility	2
State Treasurer	17
Supreme Ct.	7
Division of Waterways	3
	<u>113</u>

PHOTOGRAPHIC LABORATORY
Report for August 1950

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library	60	
State Library - Archives	9	5
Corporation Dept.	71	
Safety Responsibility	4	
	<u>144</u>	<u>5</u>

Photography

	<u>4x5 Negatives</u>	<u>8x10 Prints</u>
State Library: Publicity		
Display cases	4	6

ILLINOIS STATE LIBRARY
"ARCHIVISTS DIVISION"

Sep. August 1950

Accessions Highways, Public Works & Building,
Conservation and Parks.

Departmental Vault Transfer were made to their departmental vaults, by the Teachers Retirement, Supt. of Public Instruction, Mines and Minerals and the State Library.

Staff Notes. Miss Norton, Miss Scheffler and Mr. Cassady will accompany Miss Rogers to the annual convention of the Society of American Archivists, October 9-11 at Madison Wisconsin. Miss Norton will return from her trip to attend the International Conference of Archivists this week. Mr. Rountree reports that he is enrolling in a civil service course.

Building Notes. The painters have been called away but most of the down stairs has been completed. The Pope, Henrickson, Hughes and Emerson rooms have been completed. Miss Scheffler has placed her exhibit county organization 1790, 1859 in the exhibit room, the enrolled laws are supplemented by photostatic copies of court house and a copy of Counties of Illinois. The janitors have redone the floors and the improvement is remarkable.

Staff Notes. I have gone as far as I can with the extension of series entries. I have also made notes for the incorporation of new series. I have had two conferences with Mr. Jahnke, Department of Public Welfare on disposition of records. I couldn't help him much since he needs to change the law to meet his problem. I have suggested that he request a meeting of the records commission as soon as possible.

The Service Recognition Board have 75 tilt-a-files containing cases that have not been closed. They are anxious to have permission on short notice to transfer to archives when they move from 301 West Adams. The Staff have indexed White, Edwards, Babash, Wayne, Clark, Clinton and Clay counties in the 1830 Federal census. We are slowed up temporarily awaiting more photostat paper.

Miss Scheffler in addition to her exhibit work has typed 153 cards for the I and M Canal and has filed them. She is working on series B estimate books and has completed 3 volumes of Land records.

Mr. East is continuing his work on the bibliography of Illinois law relating to county government. He assisted in proof-reading a check list of Illinois Documents 1812-50 and made genealogical search of four families in five counties.

Mrs. McFadden indexed 800 cards in Carroll county, had 219 desk calls and checked out 90 vault keys. The recordak was in public use two and one half days.

Mrs. Robeson indexed and alphabetized 1390 cards for the 1830 Federal census, Edwards, Wayne and part of Clinton county. She alphabetized and filed 800 cards 1850 Federal census, Carroll county. She stapled L's 1947 Corporation reports.

Mrs. Reichler indexed 1442 cards in the 1830 Federal census, she alphabetized and filed 1624 cards, White, Wabash and St. Clair counties.

Mr. Rountree has filed 1947 Corporation reports, F, G, H and made 150 ten-folders.

Miss Winterbauer in addition to her correspondence work has indexed Clay and part of Clinton county 490 cards and is typing Champaign county commissioner records.


Document Archivist

ARCHIVES ACCESSIONS

September 1950

Secretary of State Index Department, Deed Records

Division of Highways	11 documents
" " Parks	10 "
" " Public Works & Buildings	5 "
" " Conservation	10 "
	<hr/>
	36

ARCHIVES REFERENCE
September 1950

Routine Departmental Calls
Secretary of State
Corporation Dept.
Annual Reports
Index Cards
Charter
Correspondence

102

30

2

1

135

Index Department

Deeds

3

Elections

9

Enrolled laws

11

23

Executive Dept.

Trademarks

8

County officers

2

Notary Bonds

2

Oath of office

1

13

Securities (Closed cases)

4

Registration & Education

Real Estate Salesmen

2

Public Works & Buildings

Waterways

1

General Assembly

23

Adjutant General

1

31

202

In Person

Genealogy

1850 Federal Census

11

State census 1865

5

Name Index

12

28

History

County Histories

2

Lincoln documents

2

Ill. Blue Book

1

33

By Mail

Miscellaneous

4

Genealogy

19

History

5

28

61

263

ARCHIVES CATALOG
Sept. 1950

Name Index

Carroll county 1850 census
White, Wayne, Clay, Clinton
Edgar, Wabash and St. Clair
1830 Federal census

Carroll
I & M Canal

800 cards

3332	■
<u>4132</u>	
158	
<u>4290</u>	■

VAULT ADMISSIONS September 1950

Auditor of Public Accounts	8
Civil Service Commission	4
Dept. of Insurance	1
Illinois State Historical Library	1
Illinois Commerce Commission	3
Illinois Liquor Control Commission	3
Dept. of Mines & Minerals	3
Supt. of Public Instruction	1
Dept. of Registration & Education	29
Sec. of State	
Corporation Dept.	3
Executive "	12
Safety Responsibility	2
Security	1
State Treasurer	16
Div. of Waterways	3
	<hr/> 90

PHOTOGRAPHIC LABORATORY

Report for September 1950

Photostats	<u>Negatives</u>	<u>Positives</u>
State Library	20	4
State Library - Archives *	520	8
" " For Waterways	180	
Corporation Dept.	<u>179</u>	<u>12</u>
	899	
Photographs	<u>4x5 Negatives</u>	<u>8x10 Prints</u>
Secretary of State, Personal		108
State Library - Art Dept.	<u>3</u>	<u>9</u>
	3	117

* Includes 516 Enlargements of 1850 Federal Census made to November 15 but as bulk of this work was completed prior to October 1 these statistics are given as of the biennium 1948-50

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for October 1950

Archivist's European Trip. I left for Europe Friday evening, August 4 and returned to the Archives October 12. While in Europe I attended the First International Congress of Archivists held at Paris August 21 to 26 inclusive, being one of the two delegates representing the Society of American Archivists. A formal report on this meeting is appended.

Three weeks of the time was spent in France and four in England. I visited the Bibliotheque National at Paris and the British Museum and Public Record Office in London. I saw the outside of the Scotch record office in Edinburgh but had no opportunity to enter it, to my regret. A separate report on the little that I saw in the way of books, manuscripts and libraries will be filed later.

Although I landed in New York on October 4 and arrived home the next afternoon (Thursday) I did not return to the office until after the annual meeting of the Society of American Archivists which I attended at Madison October 9 - 11. The Friday and Saturday immediately following my return to Springfield were spent preparing a report to be presented to the Society of American Archivists on Monday October 9.

Miss Rogers, Mr. Cassady, Miss Scheffler and I attended the annual meeting of the Society of American Archivists held at Madison, Wisconsin, October 9 to 11, inclusive. Miss Scheffler has filed her report with Miss Rogers and Mr. Cassady his with me. My own report must be delayed until I can get caught up with the accumulation of business which inevitably awaits an administrator who has been away for some time. Mr. Cassady carried on admirably during my absence and left no unfinished business which he could take care of. But a number of things came up involving interdepartmental relations which the departments themselves had held back to discuss with me.

Mr. East attended the annual meeting of the Illinois State Historical Society held at Mt. Vernon on Friday and Saturday October 20 and 21. As a trustee his expenses were paid by the Society. His term as trustee expired with this meeting and he was ineligible for reelection. He has so served for 16 years in that capacity. He took some archival literature with him and explained his new work informally to his many friends. Among others, he conferred with David Felts, chairman of the Society's committee on preservation of local public records. He reports that the most interesting paper on the program was an illustrated lecture by Director Van Ravenswaay of the Missouri Historical Society, on "Historic Houses of the Mississippi Valley."

Accessions.

13 documents relating to 4 cases of deeds and abstracts for real estate recently purchased by the State were deposited.

Three major accessions are pending:

The Division of Vital Statistics of the Department of Public Health has at long last started its microfilming program. Microfilm copies of their records will be used in their own office and the original records brought into the Archives. This will take at least one floor and the only floor which has only shelves is Level 1. Miss Bailey has cleared approximately one-third to one-half of this level and it will be necessary for her to finish emptying this space before we can accept transfers. The question of shelves will be acute unless the Vital Statistics Department will let us have some of the shelving they purchased themselves. We shall also require intermediate stacks. I hesitate to recommend the purchase of additional shelving for the Archives if the shelves Miss Bailey will be using in our vaults will be released eventually. A recent newspaper report said bids on the new building for the Automobile Department ran so high that another appropriation will have to be made before the building is started. Such being the case, there can be little hope of early release to Miss Bailey's department of the east rooms. I do not know how soon we shall be asked to accept the birth records. Representatives of the Division discussed this matter with Mr. Cassidy while I was away but nothing has been said to me directly since my return though the matter has been in the offing several years. As I understand it, the Department does not plan to microfilm their more recent records at present. The project will take some time. Since their volumes are now stacked two deep on the shelves I do not expect there will be much if any space to be released by the Division in their Departmental Vault.

The Department of Registration and Education is filming its examination records and I have sold them on the idea of transferring the original records to the Archives. These records are not closed cases, which is going to involve problems of splicing and otherwise making additions to the case files. The work is in charge of Mrs. Louise Howard who is doing a thorough and conscientious piece of preliminary filing and checking. She has had several conferences with me on technical problems. Personally I fear that microfilming is not the answer for this type of records and that all these splicings and other additions to the file are going to become a bit complicated after a few years. It is for that reason that I feel we should preserve the original records. There will also, perhaps, be occasions when only, the original records will be acceptable to the court. Since these are the records on which a man's professional career depends there should be no hasty destruction.

The Adjutant General has long contemplated transferring all his earlier records to us, and is now ready to transfer the civil war service records. These comprise individual enrollment papers (very valuable for physical descriptions, family relationships, etc.), the volumes into which the essential information has been transcribed, and the name index (on cards). The enrollment papers are at present folded and Col. Bruce, who is in charge of the records, has volunteered to have them unfolded and put into folders before they are brought to us. Roller shelf cases built especially to house these volumes the Department will donate to us, provided we will pay the cost of having them knocked

down and reassembled over here. We have requested Miss Santarelli to get an estimate from Henson Robinson.

Departmental Vaults. The Auditor made one routine transfer of warrant books.

Visitors.

Mr. Robert Charles, of the Tennessee archives, Mrs. Beatrice Decker, archivist for the city of Portland and Mr. David Dunnaway, state archivist of Oregon visited here for the rest of the week following the Madison convention.

Mr. Burr of the Library of Congress did some research here a few days before my return. He told Mr. Cassidy he was anxious to meet me and hoped I would take him to New Salem. He did not come back on the day appointed so I suppose he must have found some other means of transportation.

Mr. E. F. Berkeley Gage, British Consul General at Chicago came to see me the day I arrived here. Mr. East took him about the building and later he called me by phone at my home. He also wanted me to take him on a Lincoln tour. I took Mr. Wright, who was then acting consul general, on such a tour last year.

Mr. Allen Nevins, author and newsmen, who has been doing some research in the Historical Library came over at Mr. East's invitation and I took him around the building.

Miss Margaret Blakely, librarian at Riverside, and also a member of the State Library Advisory Board, spent several hours here recently, visiting the building and discussing manuscript repair.

Staff Work.

Mr. Cassidy continued to serve as Acting Archivist until my return October 12. The most important conference he had had earlier in the month was with Mr. Butler of the Index Department who is not satisfied with his own register - index of deeds to State property. Mr. Cassidy said his own recommendation, based upon the way we get reference calls on them, would be to index and file the deeds by the name of the Department having custody of the property, with a cross reference index to county, purpose, description and grantor name. At present these records are filed by case number assigned by the Index Department. Originally these case numbers were simply the number of the vault box in which they were filed. Mr. Butler before he transferred the files to us had modified this system to the extent of assigning all records relating to the same general tract of land to the same case. We have our own subject and name index but will use whatever system Mr. Butler decides upon. Presumably he will give us assistance if we need to do any refileing.

Mr. Cassidy reports having made search in the 1850 federal census in six counties for eight families.

He has been checking the shelf list inventory for revision, bringing series cards in the catalog up to date and making notes for catalog entries for uncataloged series.

While relieving at the reference desk he has been helping with the inter-filing of catalog cards and indexing the 1850 federal census.

Census index.

Mrs. McFadden and Mr. Cassady are continuing their work of indexing the census for 1850. This past month they have been working on Carroll county, Mr. Cassady doing 250 cards and Mrs. McFadden 935 cards.

During my absence the Photographic Laboratory, using the new microfilm enlarger, started making enlargements of the 1830 federal census. These pages have been distributed among members of the staff for indexing.

Mrs. Robeson and Miss Winterbauer indexed and alphabetized 337 cards for St. Clair County, 1830.

Mrs. Reichler indexed and alphabetized 500 cards for St. Clair county and 588 for Madison county.

Six counties have been completed to date, for the 1830 census.

Mr. Rountree reports that he has filed reports through the letters "M." He estimates that he is averaging filing about 5000 to 6000 reports per month. Mrs. Robeson continues to help unfold and staple.

Mr. Rountree signed up for a course on Juvenile Delinquency in the University of Illinois Extension Services but dropped it after he found it was not in his field and would not carry graduate credit.

Mrs. Robeson in addition to indexing and filing has continued the transfer of Enrolled Laws to the new folders, finishing the years 1933, 1934 and 1935.

Mr. East has continued his bibliographical studies on county records. In his leisure hours he completed a 10,000 word article dealing with Lincoln and Representative William Kellogg's proposed compromise on slavery, soon to be published by the Lincoln Herald, the periodical issued by Lincoln Memorial University.

Miss Scheffler reports that she has completed the work slips on Illinois and Michigan canal, Field Notes, Series B. Typing for the series is now in progress. She is also making index cards for significant names appearing in the series.

Her review of U.S. Bureau of Reclamation. Standard Correspondence: Filing System Correspondence appeared in the October 1950 issue of the American Archivist.

State Records Commission.

Mr. Jay Monaghan, State Historian and Secretary of the State Records Commission, was granted a leave of absence beginning October 15. Mr. Harry Pratt, formerly Secretary of the Abraham Lincoln Association takes over the position beginning November 9.

The Department of Public Welfare requested a meeting to consider proposals for records disposal. A meeting of the incomplete commission was called informally. Mr. Englisher who is studying problems connected with future records policy of the department, explained the proposed amendment to the Mental Health Act. He would have the Department authorized to destroy records without reference to the State Records Commission. The present act, one of those uniform state legislation measures, is already somewhat in conflict with other State laws governing records. The Department is requesting the Attorney to clarify this point. Mr. Englisher specifically proposes that insane hospitals be allowed to destroy their case records without microfilming after specified periods of time, as 70 years after discharge of a person at the age of 15, and such records so many years after the patient is known to be deceased. Miss Rogers and Miss Norton objected that all case records have great potential research value, even though they may cease to have administrative value. Miss Norton asked how much space would be required if the archives were to accept custody of those records which could be destroyed at present time if such a law were put into effect. Mr. Englisher said he had no idea and doubted whether the information be had without a detailed survey. Right there he unconsciously put his finger on the practical answer to his theoretical set up. The records are not filed by date and the only way the records subject to destruction could be sorted out would be by a weeding process akin to that involved in weeding correspondence file. It would be cheaper and easier to microfilm the complete file than to make the selections for destruction and I doubt if records will be disposed of Mr. Englisher's way even if his law passes.

Miss Rogers and Miss Norton also explained proposed amendments to the present State Records Commission act which would clarify the definition of the word "archives," would change the Commission from an advisory body to the General Assembly to an administrative body, giving the Commission direct power to authorize disposal of records and prohibiting any destruction without action by the Commission.

Mr. Jahnke of the same Department is preparing another bill authorizing destruction of certain categories recommended for destruction by the Commission. This is a bill following the usual procedure, and will be introduced just in case anything happens to the amendments to the Commission Act. He brought Mr. Nelson of the veterans' branch over for an informal discussion of certain records. A meeting of the State Records Commission to discuss Mr. Jahnke's proposals is to be called as soon as Mr. Pratt is able to meet with the rest.

The Illinois manual on disposal of records, originally printed in May and June 1950 Illinois Libraries was issued in reprint form about October first. Some of the departments seem to have received copies others not to know about it. I intend to check this point as soon as I can get to it.

Archives Building.

58 Art Metal filing cabinets have been received, just in time for the Registration and Education Department accessions. Installation is not complete - the brackets attaching the cabinets to the column uprights and part of the phenolite base being missing.

Mr. Henderson of the State Architect's office sent a draftsman around to check the "rentable" or "rented" space in the Archives Building. I did my best to explain the temporary nature of the situation and our need to redeem the space. He said his assignment was to collect data, not to make recommendations.

Miscellaneous Notes.

The archivist was invited to be one of the examiners for the Minnesota Civil Service Commission in selecting the new State archivist for that State, but did not return in time to serve.

She had been invited to act as consultant for Texas on their archival set-up but declined because it was too close to the time for leaving for Europe. She suggested the name of Philip Brooks who accepted. Fortunate indeed was that declining of the invitation, for Dr. Brooks has been pulled into a most disagreeable controversy over the protested discharge of the state librarian.

An invitation to speak before the Springfield Toastmistress Club mailed to my home address just after I left was declined with the explanation that I presume the program had been completed before I returned. I offered to act as a substitute speaker if one should be needed, but have received no acknowledgment of that. I also asked to be excused from addressing the Springfield Catalogers' Club on my recent travels because I feel I must have more time to digest what I have seen and to get my memories in order. Next spring, perhaps.

Mrs. Reichler's son was in the hospital for a week or more, suffering from virus pneumonia. He is now out and back in school.

Mr. and Mrs. East moved down from Peoria. They are in a furnished apartment at present but plan to buy a home in Springfield eventually.

Mrs. McFadden has purchased a home on Second St. two doors south of me. This was formerly the John Sankey home, more recently owned by a family named McCann. The plan eventually to duplex it.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

October 1950

Secretary of State

Index Department

Deeds to State property

4 cases

19 documents

ARCHIVES REFERENCE
October 1950

Routine Departmental Calls
Secretary of State
Corporation Dept.
Annual reports
Index cards
Correspondence

111
28
3

Executive Dept.
Executive File
Trade Marks

1
4

Index Dept.
Deeds to State property
Elections
Enrolled laws

5
13
23

Securities Dept.
Closed cases

1

General Assembly

Division of Waterways
Ill. & Mich. canal map

2

Registration and Education Dept.
Real estate brokers

3

218

Genealogical

In person
Black Hawk war roster
Mortality schedule, 1880
State census, 1865

1
1
1

By mail

14

17

Historical

In person
Miscellaneous
History state departments
Name Index (Phone)
General Assembly

11
2
29
2

By mail

5

49

Archival Technique

By mail
In person

18
4

22

Miscellaneous Correspondence

2

2

Total

308

ARCHIVES CATALOG

October 1950

Name Index

Illinois and Michigan canal
Carroll County, 1850
St. Clair County, 1850?

136

745

1544

2425

Reference File

Illinois and Michigan canal

6

VAULT ADMISSIONS October 1950

Auditor of Public Accounts	17
Civil Service Commission	8
Dept. of Finance	4
" " Insurance	1
Liquor Control Commission	1
Dept. of Public Works & Bldgs.	
Division of Parks	3
Dept. of Registration & Education	29
Secretary of State	
Corporation Dept.	4
Executive Dept.	20
Safety Responsibility	3
Supreme Court	1
State Treasurer	20
Division of Waterways	5
	<hr/>
	120

PHOTOGRAPHIC LABORATORY

Report for October 1950

Photostats	<u>Negatives</u>	<u>Positives</u>
Illinois State Library	6	
Illinois State Library: Archives	80	
Archives for Waterways	14	68
Safety Responsibility	4	
Corporation Dept.	16	
	<u>120</u>	<u>68</u>

Photographs	<u>4x5 negatives</u>	<u>4x5 prints</u>	<u>5x7 prints</u>	<u>8x10 prints</u>
State Library: Publicity	4		12	
Operator's license	<u>5</u> 9	<u>9</u> 9	<u>12</u> 12	<u>3</u> 3

STATE OF ILLINOIS
COMMISSION TO STUDY STATE GOVERNMENT
314 State House
Springfield

November 7, 1950

Miss Margaret C. Norton, Chairman
State Records Commission
Archives Building
Springfield, Illinois

Dear Miss Norton:

For a year now our Commission has been studying various aspects of the organization and functioning of our state government, and is now drafting the recommendations to be made to the 67th General Assembly. In order to obtain the benefit of criticism from all state agencies we desire that these agencies have an opportunity to express themselves before our thinking has fully crystallized. Because the time left for completion of our work is so short, we are now asking for written comments on our staff studies, though we will endeavor to have a meeting with agency heads whenever this seems desirable and possible.

I am enclosing two copies of the basic staff study describing the functions of your agency. As you will note, this is in preliminary, confidential form. It is our hope that you will take time to read this draft critically, keep one copy for your files and return the other to us as soon as possible with your suggestions for corrections and additions. These will be most helpful, if, in addition to checking the text generally, you comment specifically on the numbered alternatives at the end of the paper, perhaps adding additional items of your own.

We are obliged to you for help given the research staff in its work, and will be grateful for continued cooperation in our efforts to seek increasingly greater efficiency and economy in state government.

Sincerely yours,

Walter V. Schaefer
Chairman

Encl. 2

November 20, 1950

Mr. Walter V. Schaefer, Chairman
Commission to Study State Government
314 State House
Springfield, Illinois.

Dear Mr. Schaeffer:

The within comments upon the Preliminary and Confidential Staff Memorandum No. 23, March 8, 1950, State Records Commission sent me November 7 represent my own views. Although I have not had an opportunity to discuss this particular reply with my superiors, I have discussed all points brought up with them in other connections and have reason to believe that they are in agreement with me in principle.

Enclosed are three documents: the introductory paragraphs of my biennial report, entitle: "General Scope of Work"; a copy of the recommendations for changes in the State Records Commission proposed to the Secretary of State and State Librarian on October 23, 1950; and my general remarks on your preliminary report. Believing that you would rather have an early reply, I am not attempting to synchronize these three at this time.

Sincerely,

MARGARET C. NORTON
Archivist

November 20, 1950

Preliminary Report of the Commission to
Study State Government: State Records
Commission

Comments by Margaret C. Norton, Archivist

Page 1. Paragraph 1

This paragraph seems to imply that the Archives Department of The Illinois State Library is primarily concerned with historical documents. That is an obsolete conception of the function of an archival agency. We at Illinois are concerned with the preservation and making available of the permanent records of the State government whether the value of those records be for legal, administrative or research purposes. In fact, only a small proportion of the records now on file in the State Archives have much interest to historians, as is shown by our Reference statistics for the past biennium. During that period 65 per cent of all calls were for purposes of legal documentation. This percentage is the lowest in the history of the department - the figures usually running from 75 to 80 percent. Several doctoral candidates who used the archives and the increasing interest in the census records on the part of genealogists account for these figures.

Page 1. Paragraphs 3ff.

The State Records Commission Law is defective - it was all we could get at the time the bill was introduced because its purpose was then not too well appreciated. Please note my recommendations for amendments, made to the State Librarian on October of this year of which a copy is enclosed. In brief these recommendations are as follows:

(1) Give the State Records Commission power to authorize the destruction of records without waiting for the next meeting of the General Assembly. A list of authorizations filed with the General Assembly would give this the effect of a law. Such a system has been followed in the British government since 1877, in the federal government for perhaps a decade; also Delaware, Wisconsin, Oregon and perhaps other states have similar laws. The chief objection raised to going through the State Records Commission is that the Departments have to wait for the next meeting of the General Assembly, perhaps two full years, after securing the recommendation of the State Records Commission and then has to get an act passed - so, why not go to the General Assembly in the first place?

(2) Compel all departments to use the State Records Commission - i.e., to stop the departments from going directly to the General Assembly for legislation, which in the past, has resulted in some badly considered, and in one instance, at least, dangerous legislation.

(3) Strengthen present laws which forbid unauthorized destruction of records.

In September 1950 Congress passed an act requiring that every department in the federal government set up its own records management program. We have been working towards that end in Illinois, and a number of the State departments, notably the Department of Public Welfare, are standardizing and systematizing their records with the idea of segregating the permanent from the ephemeral records. The big problem in such programs is to help such departments to look beyond their own immediate administrative needs when they plan their disposal schedules. A State Records Commission where the various points of view are represented can be very useful in securing adequate documentation. Destruction of records which should not have taken place is one phase of our current records problems; the fact that certain records were not created in the first place is another.

Page 3. Paragraph 2.

The Finance Department of Illinois does not correspond to the Commission on Administration and Finance in Massachusetts or to the Division of Standards and Purchases in New York, or to the Bureau of the Budget in the federal government, in that those departments have jurisdiction in all branches of the executive department of the government, whereas in Illinois the Department of Finance deals only with records under the Governor, the other five elective State officers being outside its jurisdiction. The Finance Department in Illinois has its own records disposal law for the financial records which flow through its office. This was enacted before the State Records Commission came into existence. Theoretically no department under the Governor should be required to keep the same categories of records which the law authorizes the Finance Department to keep - in the nature of duplicate records, so to speak. However, there are cases where those very records must be kept longer than the Finance Department keeps its records. Under the present organization of the State government I can see no particular advantage in having a representative of the Finance Department on the State Records Commission.

Incidentally, your report quotes only one of the two reports on the proposed reorganization of the New York State archives. The one you quote was made by a special governor's commission similar to yours, and its ~~IX~~ recommended that the archives be drawn under the Executive Department. The report of the commission of outside archivists recommended that following historical precedent and in view of the fact that the present archival functions are exercised by the State Library and the Department of Archives and History both of which are under the Department of Education, there be created in the Department of Education a separate archival division divorced from both of the two departments which for forty years have been disputing jurisdiction. Actually neither recommendation has been carried out and New York has no unified archival agency.

Conclusions and Alternatives

1. Membership of the Commission

A representative of legal interests should be introduced into the present membership of the Commission. Please note my discussion of membership proposals in my report on proposed amendments to the State Records Commission act, made to the State Librarian on October 23, 1950, a copy of which is enclosed.

I do not think that the administrative aspects of archives would be as adequately represented under your proposal to bring in the Director of Finance as a substitute for representatives of the departments in which the records originate. In the first place, financial records, on which the advice of the Director of Finance would be useful, have, in the past, constituted only a small proportion of the records which have been proposed for destruction. And who is so well qualified to know the administrative potentialities of their records as the director of the department and the head of the division involved?

The archivist I feel strongly should be retained on the commission because of her specialized knowledge of the overall picture of archives. The archivist belongs to a profession distinct from that of librarian, having different training, professional associations and journals and using quite different techniques. It is happenchance that the Illinois archives is administered as a division of the State Library. The relationship is exactly analogous to that of the divisions under the Department of Registration and Education: the State Museum, the State Natural History Laboratory, State teachers' colleges and registration of professions. It hardly seems likely that the Director of Registration and Education substitutes himself for the chief of the State Museum in matters as technical and intimate as those involving decision as to destruction of records and/or transfer to the Archives. This is my personal view. Perhaps that the fact that both the State Librarian and the Archivist are named members of the State Records Commission implies an intention to influence the archivist's decisions in the matters that come before the Commission. It has not worked out thus in practice, in fact, some of the departments complain that the State Historian, State Librarian and the Archivist act as a solid and controlling block against them. It seems unlikely that any archivist would be retained who could not be trusted to uphold the policies of his superiors.

2. Repeal of the requirement for unanimous actions and for ex officio membership by agency heads.

These two provisions should be retained in the law. Unless there is unanimity there will be haphazard destruction. If the department can destroy records despite the non-approval of the members of the Commission who represent historical, legal or other research interests, there is little point in asking advice of the Commission.

Recommendation 5.

The National Archives has been proposing destruction acts in case several departments keep the same kind of records, but so far there does not seem to be sufficient unanimity in records making to have very many categories so authorized. Instead of using the word "require" in this connection I would suggest that the "State Records Commission shall study the possibility of authorizing procedures for the routine disposal of records which are normally of no value to administrative agencies after their immediate purpose has been served and from time to time introduce bills for such disposal." That is not well worded, but you see what I mean & whenever anything of general application comes to their attention, they should not take care of it. For instance, under present law the Auditor is only required to keep vouchers for 20 years, but departments may not destroy their duplicate copies without a specific act. Also, it is expected that when the various departments get their records management programs into full swing, they will decide when they set up a file that it may be destroyed in so many years. Personally I feel that it is perfectly legitimate for a department to set up a file as a non-permanent file when it starts the file, and, provided the forms have the printed annotation permitting the destruction and that the law creating the function does not specify that the record shall be kept., the department should not have to get a specific destruction act. That is a point on which, to my knowledge, no legal opinion has ever been rendered and it might well be considered by your committee. Meantime, if the State Records Commission could be granted permission to authorize destruction directly this matter could be considered quite informally, yet no thoughtless destruction would take place.

ILLINOIS RECORD ACTS
PROPOSED AMENDMENTS

Illinois Records Commission Act. Act approved July 23, 1943 as amended, approved July 25, 1945.
Illinois Revised Statutes, 1949, Chapter 116, Sections 39-43.
(Sect. 1-4)

Section 1. Amend definition of word "records" to read:
For the purpose of this Act: "records means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the ~~United States~~ Government in pursuance of ~~Federal~~ State law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this act.

Comment. The above wording is that used in the present federal records disposal act. This definition indicates the elements that are or are not essential in materials to make them public "records." It is to be observed that physical form (the wording in the present Illinois act) is not one of these essential elements.

Section 2. I recommend an additional permanent member of the Commission be an expert on legal aspects of archives as permanent records. This person would not have as his function the interpretation of record laws to the commission - that being the function of the Attorney General - but rather a person experienced in law who can foresee potential legal uses of records proposed for destruction just as the State Historian represents the interest of historical research in the matter. Ideally a justice of the Supreme Court would be the person to serve, the chief drawback being that it would be impossible to hold sessions of the State Records Commission while the Court is in recess. The Attorney General, since he may be called upon to pass judgment on decisions of the Commission should probably not be a member. Perhaps the Illinois State Bar Association might appoint the commissioner who would serve. That would involve appropriations, at least for expenses. I throw this matter open to consideration without a recommendation as to who should act on the commission.

Section 3. The Commission should be given full authority to authorize the destruction or other disposal of State records, regardless of their age (doing away with the 6 year clause) and without the Department having to wait for approval by the General Assembly. The great weakness of the present act is that the Records Commission at present merely acts as an advisory body to the General Assembly. Departments are impatient at having to hold records, which the commission is agreed could be destroyed, for as long as two years, awaiting another session of the General Assembly. They say the Commission has no power and therefore no meaning at present and that they prefer to go directly to the General Assembly for permission to destroy specific categories of records. The trouble with that procedure is that departments are too often either ignorant of or indifferent to any values inherent in records other than the obvious uses for current administrative purposes. Often records which will never again be consulted by the Department of origin for administrative purposes have great potentials for important research purposes entirely disconnected with present day administration. For instance, the pocket note books in which the surveyors for the Illinois and Michigan canal scribbled the notes from which they later wrote their formal reports, are today the chief dependence of the State lawyers and engineers who are establishing the right of way for the new superhighway which will supplant the old canal. Most executives of today would throw such "worksheets" away. Countless examples could be cited in the experience not only of Illinois but also of every other state and government where essential documentation has been destroyed through lack of that foresight which the State Records Commission is able to supply in the varying fields of experience of its members. It is axiomatic that departments, left to themselves, seldom destroy records wisely. While recommendation for destruction by the State Records Commission does not guarantee that the records will never again be needed for some unforeseeable use, the department will have the consolation of knowing that its judgment had been backed by that of disinterested experts. Furthermore, the head of the department is protected against any accusation of self interest in the destruction of the records.

Having to wait until the next General Assembly to destroy records recommended for disposal by the Commission works a hardship on departments and institutions hardpressed for storage space. It is unlikely that busy legislators will give that time and effort to review the recommendations of the Commission to justify the delay. The National Archives of the United States, the Dominion Archives of Canada, the British Records Office and a number of American states have found that a report on disposal filed by the Records Commission to the legislative body is sufficient without the necessity for legislation to authorize every specific type of records destroyed. This system has been in successful operation in England for 85 years and should be equally satisfactory for Illinois.

Section 4. Amend to require the Commission merely to file a report at each session of the General Assembly, listing the categories of records authorized to be destroyed. Upon filing this report, the recommendation to have the force of law.

Section 5 will be unnecessary if the State Records Commission is given power to authorize destruction, and therefore should be repealed.

A further section should be substituted prohibiting the destruction of any State records without authorization by the State Records Commission and repealing all statutes giving that authority to any department. That last provision may raise a storm of protest from departments already having power to destroy records under present laws. Some of these laws, such as the Insurance Code, have been thoughtfully drafted. Others are bad, as for instance the law which authorizes the Auditor of Public Accounts to destroy any records 10 years old. Under that act he has the power to destroy the basic land records for the whole State! The federal government managed to get teeth into its records disposal acts, Illinois should try.

It may be noted that departments under the federal government have to wait for the next Congress before destroying their records. The Congress is in session so much of the time that that does not work a hardship. Wisconsin and I believe Oregon and perhaps some other States give the power of destruction directly to the Records Commission and that is my recommendation for Illinois.

The State Records Microfilm Act approved July 24, 1945, Illinois Revised Statutes, 1949, Chapter 116, Sections 35-38 should be amended somewhere to provide for a review by the State Records Commission, not only of the quality of the microfilm as processed, but also of the integrity of the film as a record - is it properly certified as to completeness, has there been a preliminary checking of the filing, are volumes and other records filmed in proper sequence, etc.? I do not know of a microfilm law with such provisions, but the idea would be that the State Records Commission should approve the inclusiveness and arrangement of records on the film from the point of view not only of the permanence of the film as processed but the probable adequacy of the microfilm as a substitute for the original record from the point of view of arrangement and inclusiveness of documents on the film. At present we seem to be empowered to inquire only as to the quality of the film and emulsion as processed.

The criminal code of Illinois is inadequate in its prohibition of unlawful destruction, mutilation, removal, etc., of public records. See Revised Statutes, 1949, Criminal Code Chap. 38 Sect. 401. This section seems to apply chiefly to county records, though probably meant to apply also to

State officials. However, I have had State officials insist that there is in effect no prohibition effective against them. I recommend the adoption, with appropriate change of wording, of the United States Criminal Code, the wording of which, but not the citation, appear in page 3 of the proposal destruction manual of the Department of Public Welfare, as follows:

(a) "Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy, or, with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away and record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, with us, should read "of the State of Illinois", or in any public office, or with any judicial or public officer of the United States, State of Illinois, shall be fined not more than \$2,000, or imprisoned not more than three years, or both.

(b) "Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper or other thing specified in Section (a) of this title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States." i.e., State of Illinois,

ILLINOIS STATE LIBRARY
STAFF MEETING
November 28, 1950

Miss Rogers passed around advertisements of two news services on which she asked advice as to whether the State Library should subscribe. The first is Industrial News Letter, published in Connecticut. This supplies copies of the sort of staff bulletins, etc. used by the large industrial firms in keeping their employees aware of what is going on in the industry. The second, issued by the Public Relations Society of America is called something like Central Information Bureau's Clearing House of Ideas on Economic Life.

Miss Rogers announced that the Regents of New York University has recommended that the Regional Library Service Center at Watertown, N.Y. be extended for another 4 years. The State Library is doing experimentally there what the Illinois State Library is trying to do here for the whole State - i.e., supply services to the whole region, distributing books, doing reference work, etc. Miss Rogers and Miss Langston visited that last year when we were enroute home from Quebec. I did not go along on that side trip.

She also announced the death of Dr. Neil Vandersen, former head of Extension in N.Y. State Library and later on the Columbia faculty; Nov. 8, in an automobile accident.

The Hawaii Library Association Journal recently commented on Illinois Libraries as being an excellent journal which is being used there in its in-service training school on librarianship.

She also inserted what she called a "commercial", to the effect that Zonta is competing for a \$50 prize for the best table decorations, being held on the 2d floor at Herndon's this week; their table is no. 1 and she hoped as many of us as possible would visit the store and vote for Zonta. The prize, if they win it, will go to their work at the Highland Center.

She also wants all staff members to read the Guide to State Buildings issued by the Secretary of State, so that we will give correct information to those asking it. She also called attention to the Archives' Disposition of State Records. Copies of this latter publication may be obtained in the archivist's office, and all members of the Archives staff should be familiar with it.

Mr. Belair recently received some fan mail from Jugo-Slavia on something he wrote in Library Journal. His correspondent says she is a librarian and wants him to send her a nylon rain coat. After some "joshing" about his being married, we decided that if any of the staff wish to give a dime or a quarter towards this garment for a sister librarian, we should give it in to Mrs. Mc Mullen who will serve as collector.

The Secretary of State's Christmas party for all Secretary's employees is to be held at the K.C. Club Tuesday December 19. Tickets will be \$2.00 per person and this includes dinner, dancing

and entertainment. Although the S.O.S. club is managing this, this party is absolutely non-political and all employees will be welcome. Actually the dinner is to cost \$2.75 but Mr. Barrett is paying the extra money and for the entertainment. Get tickets from Mrs. Ennis.

There is apparently to be no State Library Christmas party this year.

The Antiquarian Bookman for Nov. 18, 1950 is devoted to the Gutenberg Bible, and Miss Rogers hopes that all members of the staff will look at this magazine and also visit the State Library's exhibit on the first floor of the Centennial Building (west end) where our copy of the facsimile of the Gutenberg and also of the d'Este Bible are now on display.

The next meeting of the Advisory Committee will be December 9, to work on the budget. The Governor and the Finance Department announced last summer that there were to be no salary increases provided in the budget as submitted but whether that will be adhered to in the light of events since she does not know.

I asked whether members of the staff who are not now under civil service will be given an opportunity to qualify under the new Position Classification which is supposed to bring the library all under civil service. Miss Rogers replied that examinations will be held in the spring. There is a copy of the Classification for Archives under this classification in the manual in her office. In brief, our jobs will bear the classification: Archival Assistant I, Archival Assistant II, Archival Assistant III, Archival Assistant IV and Archivist, the lower grades corresponding to the lower numbers, and with an upper and lower salary range within the grade. In other words, you will take the examination for the grade corresponding to your salary, and increases out of that salary range will require taking promotional examinations. You will be given ample notice about preparing for these examinations if you desire to take them. This was put into effect while I was gone and you probably know about as much about how it will operate as I do.

Mrs. Howard announced that she now has a man who shelves all the time, so that those of you who go to her department can hope to find the books. Her man is too tall to shelves in the fiction section under the auditorium, so that may not always be in order.

Mrs. Langston announced that 978 persons attended the school library clinics; last year over 1000 attended.

Miss Rogers announced that Mrs. Arzinger has had to take a leave of absence until March 1st. Her daughter-in-law, mother of three small children, has polio, so Mrs. Arzinger is having to take care of them.

Mrs. Langston also announced that she recently visited the Alamo public library, not yet completed. Gallatin county, which has no library, is now interested in having one - either a county library or perhaps a district library with the Eldorado public library as headquarters. Johnson county is also enthusiastic over the book service it has had since joining district 6. The Vienna

public library is the only library in the county. It has plenty of space which could be used for district library headquarters.

Miss Wright said that they have sent out several audio-visual programs for Christmas and she thinks it too bad that some of us cannot see and hear them. Miss Eleanor Edwards is to work full time in the Music Box from now on; Miss Vaughn is being transferred to some other department in the library - I didn't catch which.

Miss Eagan raised the question as to why the school library movement is growing so much faster and more enthusiastically than the public library movement in Illinois. There was considerable discussion on this point, but it was somewhat nebulous and we decided we would not try to summarize it for the other staff members.

Miss Rogers again talked about the necessity for staff members to take a positive attitude when talking about the library. It is impossible not to be critical of each other at times, she said, just as is the case in a family, but to the outside world we should appear to think the Library is perfect, and we should publicize the good things we are accomplishing in the library.

Mrs. Ennis said that in response to reader requests two newspapers have recently been subscribed for: Ballas News and Leocatur Herald. Wonder who is thinking of moving to Texas?

Mr. Meyer said that Mrs. Ennis and he are to talk on periodicals over station WILL December 14.

There was considerable discussion about more and better publicity. Mr. Belair is now sending one article a month to Library Journal and newspaper items are sent to all Illinois papers every week. She is going to display recent clippings on that table outside her office where she has been showing the pictures of recent visitors.

Mr. Pierce recently packed the large portraits of Lincoln and Douglas that hang in the House of Representatives. They are being sent to Chicago for rebacking as they are in poor repair. Miss Rogers said she did not know just why the Library was asked to handle it, but that that sort of thing, extra curricula activities, to be brought to attention of the staff at these staff meetings.

Miss Kissinger said the Art Department vault has been reshelfed and put in good order again.

Mrs. Curran said that the staff manual is being mimeographed and will be circulated to the staff soon. When distributed every member of the staff will be required to read this manual carefully and will be held responsible for knowing and abiding by the rules.

The biennial report will come out in either the December or the January issue of Illinois Libraries.

Your attention is called to the exhibit on the Paris Congress of Archivists, the French archives and libraries, etc., also shipboard literature, now on display on the 2d floor of the Archives Building.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for November 1950

Accessions.

The Adjutant General transferred the 90 volumes of service records for the Civil War, also the name index and copy of the printed reports of the Adjutant General. These 90 volumes summarize in tabular form for each service man, the muster in and muster out rolls and miscellaneous records containing information about individual soldiers. Certifications have to be made from these latter records but these volumes give all the information needed by the average patron. These unbound records are now being prepared for transfer.

The Governor's Office deposited five drawers of miscellaneous official correspondence and other papers for Governor Horner's administration.

Departmental Vaults

No records have been taken to Departmental Vaults this month to my knowledge.

Mrs. Howard is continuing work on microfilming the Registration and Education Department records.

Two doors were removed from bays in 9 N at the request of the Vital Statistics Department. Although the Historical Library has one bay in this vault, the Vital Statistics people never look their bays and these two doors, swinging into the bay inconveniently.

Archives Building.

The Adjutant General presented us with the roller shelves especially built for the volumes they transferred.

The Service Recognition Board presented us with 23 Rok-away filing cabinets (correspondence size) and has provided more later.

Staff Personal Notes.

Mr. Cassidy's first daughter, Mary Elizabeth, was born November 16.

Mrs. McFadden moved into her newly purchased home at 1115 South Second St. the day before Thanksgiving.

Exhibits.

An exhibit on the Paris Congress of Archivists and archival and library materials brought home by the archivist, is on display on the second floor of the Archives Building. Included in the exhibit are: Documents, programs and photographs of the Constituent Assembly and of the First International Congress of Archivists, a brochure of the archives of the Marne, province of Champaign, with many loose leaf photographs of the building and documents; the medal given to each delegate; a facsimile in plaster of the seal of Louis de Beaujeu, 1292; pictures of the French archives and of the Bibliotheque Nationale, a pamphlet descriptive of the British Public Record Office and

facsimiles of some of its documents; and miscellaneous souvenirs of the Coronis and Queen Elizabeth on which the archivist sailed.

Cards have been typed for material for an exhibit on "Questioned Documents" based on illustrations in Osborn's "Questioned Documents". The Photographic Laboratory is making copies from this book. This description of the methods of detecting forgeries, etc., should be of general interest.

Miss Scheffler and Mrs. Reichler are working on the Christmas exhibit which is to be colored pictures of stained glass windows. Mrs. Reichler is furnishing many of the pictures, the rest come from the Art Department. This should be an unusually colorful exhibit and appropriate to the season. There is much translation in connection with this project.

Staff Work.

The archivist made three speeches. November 3 she addressed the History Colloquium (Graduate History Club) of the University of Illinois on Archives; November 7, the Past Matrons and Patrons Club of Abraham Lincoln Chapter of the Eastern Star, on her European travels; on November 15, before St. Martha's Guild of St. Paul's Church, an illustrated lecture on English cathedrals.

The archivist wrote articles as follows: a review of vol. XVII Territorial papers of the United States: Illinois 1814-1818, for the North Carolina Historical Review (copy appended); and article on the First International Congress of Archivists to be published both in the American Archivist, and with cuts by the editor, in Indian Archives; also a shorter article for either Library Journal or Illinois Archives. She also drafted a biennial report for Mr. Selair, also a commentary on the preliminary report on the State Records Commission sent to the Littel Hoover Commission.

Federal Census for 1830. One of the four reels of micro-film has been enlarged. This covers the following countries, those under-scored having been indexed: Bond, Clay, Clinton, Edwards, Fayette, Lawrence, Madison, St. Clair, Wabash, Wayne and White. Statistics on these are being held back until the archivist can check for questioned names, etc. At present Mrs. Reichler is the only one indexing this census. This month she reports having written 250 cards for Madison County, 650 for Bond and 225 cards for Fayette. At present she types the names on the cards from the copy, then fills in the data by hand. This is slower but more accurate than trying to do it all on the typewriter. A little later, when they have finished certain tasks, Mrs. Robeson and Miss Winterbauer will be put on this indexing also. We hope to finish indexing the whole census of 1830 this year.

Census of 1850

At present Mrs. McFadden is the only one working on this index. She has written 675 cards on Carroll County this month.

Mr. Cassady has been quite busy this month with reference work, a more detailed report upon which is given below under that heading.

While I was in Europe Mr. Cassady started checking the inventory and taking notes preliminary to cataloging the series. My own special project for next year, once I get caught up on accumulated proof - reading and checking, will be to try to get cards in the catalog for all the main series. Most of the series we have had for some years are so cataloged, but most of the newer accessions have no cards in the catalog, the staff relying on the index to the Sheet Shelf List Inventory.

Mrs. Robeson has finished the transferring of enrolled laws to the new folders through the year 1936. She has only 1937-43 to do. She is also unfolding and stapling Corporation reports ahead of Mr. Rountree and filing index cards.

Mr. Rountree is filing in the letter "M" of the Corporation reports. He has also checked in new accessions, drawn floor plans for the staff manual, assisted in several long reference calls and taken the desk on several occasions.

Miss Scheffler has spent most of her time on exhibits, though she reports having finished typing the canal field notes and has started on the Construction records. She attended the school library clinic held at Allerton Park November 9th.

Mr. East's report is appended. Is a letter to go out to the various county officials announcing that Mr. East will be available for consultation, as we did when Mr. Blood started his work? Mr. East attended one county officials' association meeting while I was away and has many contacts throughout the state with local historical society personnel. He has completed his bibliography of county legislation through 1876. When he has brought the bibliography down to date and had it typed, he will start compiling the history of records and functions for the various county offices. He has done that for county recorder for the period of the second State Constitution, 1818-48.

Reference Work

The addition of the civil war service records has added to our statistics, but not measurably to the time required for the reference work, due to the very complete indexes supplied by the Adjutant General's office. We have had a form letter mimeographed and have decided to fill in the form with ink from the records without making a carbon copy. When the inquirer asks merely for the service record we give that, but if he asks for any other information we check our name index and the 1850 census. This is another reason why all old records should be centralized in the Archives - we can give more information from a variety of sources. Major Woodward said inquiries average about 8 to 10 a month but we have had 13 in two weeks.

Census statistics, use in the reference room, films for 8 counties 1850 were consulted. Mail requests were: 3 names in 2 counties 1830; 1 name in 1 county 1840; 16 names in 11 counties 1850; 1 name in 1 county 1865 State census. Letters went to 21 states and 3 foreign countries (Australia, Cuba and India).

We had an unusually large number of letters on various phases of archival work. Among them were: information on Illinois civil service for archives and records disposal, from Vermont; the practicability of cantilever shelving more than 12 inches wide, from Tennessee; advice on microfilming to the Department of Registration and Education; how to distinguish between the original and facsimile copies of the New York Herald for April 21, 1865, from Galena; the address of a firm doing lamination, from the Division of Waterways; questions on our catalog rules, from Australia; requests for back issues of Illinois Libraries from two former students of Dr. Posner; suggestions for articles for the American Archivist to the editor; questionnaire concerning archives from the California "Little Hoover Commission"; request from Cook County Department of Central Services for information on microfilming county records; advice about disposal of certain county records, from De Witt County Clerk; use of identification stamps on documents from the archivist of Woodstock College, Maryland.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

November 1950

Adjutant General

Vol.

Drawers

Civil war service records 98

138 card

Governor

Official records, Gov.

Horner

98

5 legal

5 legal

138 card

ARCHIVES REFERENCE
November 1950

Routine Departmental Calls

Secretary of State

Automobile Dept.

Fee book

1

Corporation Dept.

Annual reports

114

Index cards

42

Correspondence

4

Executive Dept.

Executive File

3

Notary Public Bonds

2

Trade Marks

4

Index Dept.

Deeds

5

Elections

37

Enrolled Laws

13

Miscellaneous reports

1

General Assembly

28

Registration and Education Dept.

License

1

255

Archival Technique

In person

5

By mail

23

28

Genealogy

In person

Perrin Collection

1

1850 census

8

County histories

2

Illinois atlas

2

1820 census

1

14

By mail

Census, etc.

10

Civil war

13

Civil war census

1

24

38

History

In Person

Name Index (phone)

31

Miscellaneous

9

40

4

44

By mail

Counties

By mail

3

In Person

3

6

Records Disposal

State. In person

2

375

ARCHIVES CATALOG

November 1950

Name Index

1850 federal census
Carroll County

855

Civil war service men
(Transferred from
Adjutant General)

29,000 Estimated

Illinois and Michigan
canal

~~307~~
~~30,162~~ Estimated

VAULT ADMISSIONS November 1950

Department of Agriculture	1
Auditor of Public Accounts	18
Civil Service Commission	4
Illinois Commerce Commission	18
Dept. of Finance	2
Illinois State Historical Library	1
Dept. of Insurance	2
Supt. of Public Instruction	4
Dept. of Public Works & Bldgs.	2
" " Mines & Minerals	2
Secretary of State	
Corporation Dept.	3
Executive	18
Dept. of Registration & Education	36
State Treasurer	15
Div. of Waterways	<u>2</u>
	125

PHOTOGRAPHIC LABORATORY

November 1950

Photostats	Negatives	Positives
State Library	392	1
Enlargements from film	1	1
State Library Archives	1	
For Adjutant General	36	
For Div. Waterways		
Corporation Dept.	5	
Operator's license	3	
	<hr/> 438	<hr/> 1

Photographs	Negatives		Prints	
	4x5	8x10	4x5	4x6 1/2
Archives	47			23
Operators' License	3	1	4	
	<hr/> 50	<hr/> 1	<hr/> 4	<hr/> 23

Report of the Field Visitor, November, 1950.

The field visitor (enroute to a Thanksgiving Day visit) made an informal call on Deputy County Clerk West of DeWitt County, Clinton, who had made inquiry on record problems. Discussed with him the statute governing destruction of records. Subsequently Miss Norton, by mail, made reply to specific questions he asked with reference to cost of microfilming and possible destruction of assessors' books.

Requested and received of Mr. Albert Harms, Peoria County Recorder of Deeds, a list of counties which record instruments by photostat. Mr. Harms furnished an outline map of the State with shaded areas showing 33 Illinois Counties using photostat equipment.

Also received from the Haloid Company, seller of Rectigraph photographic equipment, Chicago, a list of 8 Illinois counties using Rectigraph for recording instruments.

Called on Recorder S. L. Hadspeith of Sangamon County after receiving information that he was undertaking to obtain authority from the Board of Supervisors to microfilm records of his office. Furnished him with a copy of a statement by Recorder Harms of Peoria County which appears to have been the first county in Illinois to purchase its own microfilming equipment. In this Mr. Harms at the request of the field visitor gave a detailed account of his project and explained legal obstacles with reference to marginal releases and how they were overcome.

Received information from Mr. Hadspeith that Madison County Supervisors recently sent a committee to Springfield to investigate photostating system in use in Sangamon County.

The field visitor continued to compile a basic bibliography and analysis of Illinois law relating to county government. To date he has worked from 1818 through 1876.

As chairman of the Illinois State Historical Society on marking historic sites he furnished, at the request of the State Highway Department, detailed map information on three markers erected in 1950, this for the forthcoming department road map.

Ernest H. East
December 1, 1950

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for 1948-50

General Scope of Work

The primary function of an archival agency is the conservation and preservation of the permanent records of the government of which it is a part. Governmental records, in addition to being necessary for administrative and legal purposes tend to take on importance as primary source materials for research in history, genealogy and other social sciences. This value of records as research materials is increasing at the same time that interest in the records for administrative purposes is diminishing. For example, the civil war records of the Adjutant General's office, now in process of being transferred to the State Archives, are no longer needed for establishing service based claims for pensions, but they are used actively by genealogists and historians. The various State departments are capable of judging as to whether or not their records have continuing administrative value, but they cannot be expected to recognize or to service potential values of the records of value for other and unrelated research purposes. Records which have ceased to have administrative importance to the departments which created them but which do have continuing value for other purposes, are therefore properly deposited in the State Archives. The Archives Department of the Illinois State Library which specializes in the care of such records can thus relieve the departments of burdensome searches outside their own administrative fields, and, on the other hand, from its coordinate collections it can give complete subject service to the public desiring to use the records.

Naturally departments prefer to keep jurisdiction over their records so long as those records are used chiefly for administrative purposes, and normally the Archives Department refuses to accept custody of records which must be removed from time to time for administrative use. Departmental Vaults in the Archives Building under the general supervision of the Archives Department but to which the respective Departments have sole access, provide moral and physical care for important semi-current records.

Many records of especial legal significance are deposited in the Archives for safekeeping even though they are current records. Examples are the State Constitution, the Enrolled Laws and deeds and abstracts for State owned real estate. Photographic copies of such records are supplied to departments needing them for office use.

After records are deposited in the Archives it is necessary to put them into physical condition for use (including needed repairs) as well as filing them in an accessible manner, and to prepare such finding aids as will make it possible to produce quickly not only one document asked for specifically, but also all the materials on a given subject in the Archives, no matter what or how many their departmental origins may have been.

The Archives Department as the presumptive repository for the permanent records now in existence and those to be created in the future by the various State departments, is concerned that this material, when it gets to the Archives shall provide adequate documentation and that in quantities of manageable proportions. This problem of records control has two phases: 1) Disposition of existing records; and (2) Disposition of future records. Disposition of existing records involves sorting out and destroying non-record materials and records which have no continuing values for administrative, legal or research purposes; reduction of the bulk of materials by substituting microfilm copies for original records (only where applicable); and transferring the non-current permanent records to the State Archives. Creation of future records needs to be done in a manner which provides for automatic segregation of permanent from temporary files and which predetermines the length of time the temporary files must be preserved and how soon they may be destroyed.

The Archives Department provides consultative service on the record problems of the various State departments and participates in the work of the State Records Commission of which the Archivist is, by law, chairman.

County records are of interest to the State government not only because the early records are the chief, and in some cases, the only source materials for the history of the State, but also because of increasing State participation in many phases of government formerly administered by county officials. In some cases the State is taking over the function itself directly, in others it participates by State aid appropriations. The Archives Department of the Illinois State Library has no jurisdiction over county archives, neither does it intend to attempt to interfere in that field. However, the law permits county boards to transfer records to the State Archives and it compels the State Librarian to house county records created prior to 1870 when and if the county is unable to care for them. Also the law requires that the State Librarian be notified as to any hearings at which county officials seek permission to destroy records, presumably that he might interpose objections to improper proposals. The Archives Department has as its fundamental policy the encouragement of community interest in adequate care of local records in the county court house. It offers free consultation service on their records problems to county officials just as it does to State offices.

The report which follows summarizes briefly the work of the Archives Department of the Illinois State Library in the above outlined fields of activity.

Archival Holdings.

The Illinois records now housed in the vaults of the Archives Department comprise 4343 filing drawers (approximately 10,000 cubic feet), 980 card drawers (chiefly indexes), 4398 volumes (157 of which are indexes, calendars and other finding media), 197 reels of microfilm and 45 recordings of Illinois voices. These figures exclude records on file in the

Departmental Vaults which are still under the jurisdiction of the respective Departments of origin. These Departmental Vaults, now practically filled, are believed to contain at this time a quantity of records at least twice the amount of those in the Archives proper. These figures also exclude the Illinois Documents Collection housed on three levels of the Archives vaults, the federal maps which occupy one vault and the archives reference collection of approximately 3000 volumes.

Accessions.

During the biennium ending September 30, 1950 the Archives Department accessioned 64,402 single documents, 295 legal size drawers, 14 drawers of 5x8 cards and 212 volumes.

Most of the accessions were additions to series transferred in previous years. New categories include:

Department of Agriculture. Agricultural statistics, 1937-46.

Liquor Control Commission. License applications, 1934-42.

Registration and Education Department. Applications for Professional Licenses: Midwives, 1874-1929; Real Estate Salesmen, 1922-29.

Secretary of State. Executive Department. Trad Marks, 1896-1940.

East St. Louis. Superintendent of Parks. Transcripts of early St. Clair County records made by a W P A project

Major additions to categories deposited in the Archives earlier include: 66th General Assembly records for 1949-50 (except Senate bills, resolutions and reports); the rest of the Illinois and Michigan canal records formerly kept at the Lockport office of the Division of Waterways; Enrolled Laws -- 1947; Secretary of State's Correspondence, 1937-38; Secretary of State's Executive Department records 1937-40.

Two years ago it was reported that only ten percent of the State's important noncurrent and semi-current records for the Springfield State offices had not yet reached the Archives Building. No records of State institutions outside Springfield have been received and from the nature of the form of and uses to which their records are put it seems unlikely that those records will be transferred. With the deposit of the Civil War records by the Adjutant General, now in process, all but a tiny fraction of the archives of archives of the State are now housed in the Archives Building. To be sure a larger proportion of the records, including many of the older ones, have not yet been transferred to the custody of the Archives Department but are retained in departmental jurisdiction, being housed in the various Departmental Vaults. At least such records are receiving the moral and physical protection of the Archives Building and it is unlikely that anyone will attempt to destroy them.

It was anticipated that Departments would want to keep control over their own records so long as there was room in their Departmental Vaults. These vaults now being filled, more records are beginning to overflow into the Archives proper. Several departments, notably the Departments of Registration and Education and Public Health (Division of Vital Statistics) have started programs whereby they will

use microfilms for office use and deposit the records deemed necessary to preserve in original form, in the Archives.

Preparation of Records for Use.

No repair more, regrettably, has been done during the biennium because of lack of space and personnel.

Most records come to the Archives in good filing order, but of the records received each year, between 75,000 and 100,000 documents have to be interfiled with other records in the various series previously deposited. This biennium a major reshifting of files was undertaken in order to provide needed expansion in certain areas in the vaults.

Indexing of the census records has continued during the past biennium. The following counties in the 1850 federal census were indexed during this period: Bureau, Calhoun, Carroll and Macoupin counties. Something over twelve percent of the 1850 census has been indexed. For the 1830 federal census the following counties have been indexed: Clay, Clinton, Edgar, St. Clair, Wabash, Wayne and White.

The making of finding aids for the Perrin Collection (early Cahokia and St. Clair County records) has now been completed through the year 1818 (as far as we intend to go at present). This work has included the making of translations of all the early French records, an index (with all biographical detail given in the document) for all names appearing in the records, a full calendar of every document and full cataloging of all series.

The cataloging for the past biennium has been largely concentrated on detailed analyses of the Illinois and Michigan canal records which are being extensively used by the State's lawyers and engineers in establishing the right of way for the superhighway which is to supercede this historic old canal.

46,759 cards were added to the name index, 2299 cards to the reference file (catalog) and 15 pages of analytics too detailed for catalog cards.

Reference Work

The Archives Department serviced 3568 calls of which 6694 were for purposes of State government, 753 for genealogy, 805 for history, 163 consultative and 148 miscellaneous. 367 of the genealogical calls were made in person, 386 by mail; 713 of the historical calls in person, 92 by mail, 27 of the consultative calls in person, 141 by mail; all 148 listed as miscellaneous were official letters for various purposes.

The genealogical calls represent requests involving the production of documents. No attempt is made to count the number of persons who use the indexes only.

Consultation service involved discussions or record problems (especially those concerning disposal), meetings of the State Records Commission attended by the archivist, consultations with county officials (particularly with reference to microfilm projects), visiting archivists, and all official correspondence with other archivists (including replies to numerous questions on points of archival technique put by younger archivists).

Much of the work of the Photographic Laboratory should really be counted with the work of the reference department since a large part of the photostating and microfilming and much of the photographic work done for the various departments of the State Library is provided for the use of patrons.

Photographic Laboratory

The Photographic Laboratory continues to do photographic stills for all departments in the Office of the Secretary of State, notably work for the Blue Book, as well as for all departments of the Illinois State Library. A new all-purpose camera, a new enlarger and a new film drier are among the principal pieces of equipment added. The former archival repair room has been fitted up as a studio for the taking of pictures.

Still photography and movies are done both in black and white and in color.

An automatic processor for microfilm was added to the equipment, also an attachment to the Photostat for making enlargements from microfilms.

Photostatic work included particularly recording of contracts and other legal instruments for the Corporation Department of the Secretary of State's Office, preparation of exhibit material, copies of books and documents for patron use in all parts of the Library and copies of archival documents supplied for the use of other State departments.

The Photographic Laboratory made photographic prints as follows: 12 (3"x3"); 107 (4"x5"), 29 (5"x7"), 187 (8"x9"); 8042 (8"x10"); 171 (11"x14"); 223 (16"x20"); 2 (12"x18") or a total of 8773 prints. It also produced 400 feet of motion picture film, 32 slides and 2 reels of microfilm.

Photostats were made as follows: 1072 copies for the State Library, 1955 for the Corporation Department and 1644 for archival documents copies for other State departments, with a grand total of 4671. A large portion of the copies listed as made for other State departments were of canal records furnished the legal department of the Division of Waterways in pursuance to arrangements made at the time of the transfer of the original records to the Archives.

Exhibits.

Fifteen special exhibits were prepared and displayed at the Archives Building during the biennium. Among the subjects were: Illinois library laws; State government in 1848; Cahokia; Agriculture in Illinois laws; the Historical movement in Illinois; Christman; Bookbindings; Negroes in Illinois; Organization of Illinois counties. Of these the one on Negroes in Illinois attracted statewide editorial notice both in the general and the negro press.

Cahokia, the oldest town not only in Illinois but in the Mississippi Valley, celebrated its two-hundredth anniversary in May 1949. As the extant records of this French settlement are in the State Archives, the Illinois State Library furnished full size or enlarged photographs with annotations, of many of the important documents. Most of these were set up as a special exhibit in the Old Court House at Cahokia, others displayed in store windows in St. Louis neighboring St. Louis and Eastern St. Louis.

Similar reproductions of State records which had been in the old State House at Vandalia were prepared for the dedication of the refurbished offices of the Secretary of State, Auditor of Public Accounts, State Treasurer and Supreme Court, held May 14, 1950.

Small archival exhibits were also sent to the Illinois State Fair in 1949 and 1950.

Staff Professional Activities.

Members of the staff served on committees of professional organizations as follows: Society of American Archivists (2); Illinois State Employees' Association (1 Director); Illinois State Historical Society (2 on committees, 1 director). The archivist also served on the State Library's Committee on Job Standardization and classification.

One or more members of the archives staff attended the annual meetings of the following professional associations: Society of American archivists (at Raleigh, N. C., 1948 and Quebec, 1949); the National Association of State Libraries (1949), Photographers' Convention (1949); Illinois State Historical Association (Springfield 1949); the Phineas Windsor lectures on librarianship at the University of Illinois, (1950). Representatives were also present at the Cahokia and Vandalia celebrations mentioned under the heading Exhibits.

The archivist served as a consultant to the Illinois Civil Service Commission's examination for archival positions (1949); as a member of the Tennessee State Library and Archives Building Commission (1950) and as one of the two delegates from the Society of American Archivists to the First International Congress of Archivists held in Paris, France (August 21-26, 1950).

One member of the Archives staff (Mr. Rountree) completed three University of Illinois graduate courses under the State Civil Service In-Service Training Program. Two members of the staff (Miss Scheffler and Miss Norton) contributed book reviews to archival periodicals.

The archivist continued to serve as editor of the Archival Information Section in Illinois Libraries. Featured were a series of annotated facsimiles of "Significant Documents in Illinois History" and the "Disposal Manual for Illinois Records," this last reprinted as a separate.

Consultation Service

As outlined above, the Archives Department of the Illinois State Library offers advisory service on record problems both to State and to local officials.

The work with State officials is done largely in connection with the State Records Commission, created in 1943 as an advisory body to the General Assembly in the matter of destruction of records. The Archivist is, by law, chairman, the State Historian is secretary, the State Librarian the other permanent member of the Commission, while the head of the department and the head of division involved comprise the other two members of the Commission. The purpose of this Commission is to advise with the various departments as to the suitability of destroying records believed to have no continuing value or the substitution of microfilm copies for originals, and to make recommendations to the General Assembly accordingly. Several formal sessions have been held and the archivist has conferred informally with the various departments. The State Records Commission has proved inadequate in several respects, the chief being that departments may under the law go directly to the General Assembly for enabling laws, in consequence of which some very questionable legislation has been passed. The second drawback to present legislation is the requirement that departments desiring to destroy records which the Records Commission has already approved for destruction must wait perhaps two years for final permission to destroy. It has been suggested that the present State Records Commission act be amended in three particulars: (1) to give a better definition of records and to clarify and stiffen the law forbidding unauthorized destruction of records; (2) to make it compulsory for State departments to go through the State Records Commission to get permission to destroy records; and (3) to permit the State records Commission to authorize destruction without waiting for the General Assembly, but merely requiring the filing of a report on the matter.

Presumably the problem of disposing of the accumulation of records to date will be solved within a few years at the most. It will be only half-solved, however, if the old hit or miss way of creating records continues. Good administration compels standardization and systematization of records. Congress has recognized that fact by passing a law in September 1950 requiring that a records management officer be created for each federal department. Several Illinois State departments, notably the Department of Public Welfare are working on records management programs. This is essentially an administrative problem, with which archival agencies are interested because they are the eventual repositories for the permanent records resulting from such a program. The archivist can offer advice based on experience but the responsibility for creating efficient records is that of the department that creates them.

The Archives Department of the Illinois State Library in 1950 issued a pamphlet entitled Disposal of Illinois Records. This is an adaptation of the National Archives manual to Illinois laws and practices.

The position of Field Visitor for Archives, vacant for nearly seven years, was filled in May 1950 from the new civil service list for Archives. This Field Visitor has been compiling basic analyses of county records laws and working as a general reference assistant in the archives in order to become thoroughly acquainted with State Library procedures and policies before going out into the counties.

The Archives Department is cooperating with the County Recorders' Association in its program to get each county to have microfilm copies made of all its essential records for insurance purposes. The State Library is not doing any of the actual microfilming but it is offering technical advice in this and other fields of county archival work.

ILLINOIS STATE LIBRARY
Staff Meeting, December 12, 1950

Miss Rogers announced that Miss Egan has taken a leave of absence until January 31. In her absence, Miss Lundeen will be head of the Reference Division, of course under Miss Skogh.

Chairmen of the annual Christmas party for the State Library, to be held Wednesday evening December 13, are
General Chairman: Mr. Snodgrass
Program: Mrs. Mc Mullen
Decorations: Mrs. Drake

Miss Rogers urged all to attend Secretary of State Barrett's Christmas party on December 19, saying, among other things, that we look to him for our jobs, our salary increases, etc., etc., and it is only courteous to attend his party. She also pointed out that it will be well for all of the Secretary's people to become better acquainted. Tickets are still on sale at \$2.00, get them from Mrs. Ennis. Miss Rogers has to be in Champaign-Urbana today (party of State Library) but hopes to get back in time to be there for part of it.

The State Employees' Association meeting was held last evening. Their legislative program, amendments to the retirement act, affect us all so closely that I have asked Miss Scheffler to circulate a copy of the Association's Bulletin so that all of you may read it. She was reappointed a trustee for the Springfield Chapter at the meeting last night. New officers are:
President: Mr. Olmstead, Treasurer's Office
Vice President: Mrs. Kitty Van Alstine, Commerce Commission
Secretary: A.A. Booth, Highway Dept.
Treasurer: Mr. Plunk, Welfare Dept.

Any comments on the proposed legislation should be sent to Mr. Courtwright, the Secretary of the Retirement System.

The next meeting of the Springfield Council on Human Relations has been changed to January 11. The topic for discussion is "Rumor Clinic" which ought to be interesting. The meeting will be held in the Board of Education rooms in the old High School Building, at 8 P.M.

The December 1 number of Library Journal has a feature story on "Here's an Overall Pattern for Statewide Publicity" - the lead article - by our Mr. Blair. Miss Rogers hopes all will get this number from Mrs. Ennis and read it.

It has been decided not to send the raincoat requested by the foreign librarian who wrote to Mr. Blair.

Attention was called to an article posted on the staff bulletin board back of the loan desk in the stacks, entitled: The Librarian Goes to San Quentin; by Bertha Marshall. This should be of interest to those of the State Library staff who have been working with our Illinois prison libraries.

The next staff meeting will be held Jan. 9. At the meeting on Jan. 23 the archivist is to show pictures of her trip. (But I warn everyone - they won't be as good as Miss Ringering's because mine are only black and white postcards and I was never able to get pictures of the things which most interested me.)

Exhibits. An attempt is going to be made to get more staff participation in the exhibits on the first floor of the Centennial Building. Each State Library Department will be responsible for one 2 week exhibit especially presenting something of its own work. The schedule is:

Jan. 8-22. Daily. State as publisher
Jan. 22-Feb. 5. Davless. How books are made
Feb. 23-Mar. 12. Illinois Occupational Therapy Assoc. Special exhibit by them
Mar. 16-Apr. 9. Egan, Mc Mullen, Nichol, Skogh. Your question is answered
Mar. 12-19. Ennis. Do you know these magazines?
Apr. 9-23. Howard, Pierce. Books - a mail order business
Apr. 23-May 17. Langston. How can we have a library in our town?
May 7-21. Murray. The People's University
May 21-June 4. Myers. Labor reads
June 12-July 9. Norton. The legal papers of the State. Miss Rogers said she wants something on recent trends in legislation. Any ideas, anybody in the Archives?
June 4-18. Primm. Careers (Library)
Feb. 5-13, Feb. 13-23 and Mar. 19-26 Miss Kinsinger will have exhibits on Lincoln, Washington and Easter

Miss Rogers is hunting for long low vases in which to keep water in the exhibit case to prevent papers from drying out. If anyone sees anything on sale anywhere that appears suitable, please tell her about it. We would find such vases useful for our exhibits over here.

The rest of the meeting was largely given over to a continuation of the discussion on the topic brought up by Miss Egan at the last staff meeting: School libraries are growing and receiving popular support but the public libraries seem to be standing still. Miss Rogers put the problem to us as: What can the State Library do to spark the public libraries of the State? She had asked for suggestions from the unit heads but only two had sent her memoranda on the subject. It is was brought that there is little cooperation between the school librarian and the public librarian; that where there are consolidated schools the buses leave right after school so the children are not getting into the habit of patronizing the public library as older generations of school children do - they use the books from their school libraries, and the school libraries are providing adult books which the children take home to their parents. There is danger of the school libraries taking over entirely - people are saying, why pay taxes for two institutions - why not have all libraries under the school system? One reason given for the better administration of school libraries is that the librarians are required to meet certain standards, whereas there are no standards for public librarians - too often

the local librarian (public library) is some local person with no training and who gives only part time. She often does not participate in community affairs and is poor at publicity. Someone told of the efforts of Mr. Hilliard of Collinsville to get people interested in the library board meetings. Miss Rogers says she has been trying very hard to get someone to conduct a public library column in Illinois Libraries but so far has found no one willing to undertake that work. Several names were suggested. Considerable discussion was held on the subject of better library publicity, and someone suggested a sort of "Do you know" column similar to the popular "Do You Know Your Illinois" of some years ago.

Mrs. Ennis brought in several new magazines, the most interesting being the trade magazine American fabric.

Mrs. Curran asked how many copies of a new book on the hydromechanics we should buy and it was decided 3 copies for circulation, 1 for reference, 1 for each region. She also brought the prospectus of the Great Books of the Western World which is a reprinting of the great books series studied in so many communities - Hutchins and Adler of Chicago started the idea. The valuable part of this series will be a two volume index to ideas in the books. There will be 54 volumes and the pre-publication price will be \$450. We are to get one set and the volumes will be out about November 1951.

I know all of you are saying, "These staff meetings do not have anything about archives in them - they are all library." I guess that is my fault, for Miss Rogers always calls on me to bring up anything I think will be of interest. I guess I lack imagination or something. Can any of you think of ways of presenting what we are doing to the librarians to make them see that we are important and have problems too?

You will be interested to know that discussions are underway for an amendment to the Records Commission law to try to make it obligatory for all departments to consult the Records Commission before destroying any State records, rather than permitting departments to go directly to the G.A. for their authority; also to try to cut out present red tape in the matter of destruction - if possible to get permission for the Commission to authorize destruction directly instead of having to go thru the G.A. The matter is still in the discussion area but Mr. Vicars is holding conferences about Mr. Finkle for drafting a law. Until such a bill has been drafted I suppose we had better not talk about it outside, although I guess it would be all right to say to people who comment on disposal of State records that we hope the records laws can be improved at this session, but we do not know. This is outside anything the Little Hoover Commission may propose.

Archivist

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for December 1950

Accessions. The Corporation Department transferred the For Profit Annual Reports for the year 1949.

The Adjutant General finished transferring the service records for the Black Hawk, Mexican, Civil and Spanish American wars, together with the indexes.

The Index Department of the Secretary of State's office filed 18 documents pertaining to lands purchased for Southern Illinois University.

Departmental Vaults

Records were transferred to Departmental Vaults by the Adjutant General, Registration and Education Department and the Front Office of the Secretary of State.

Records Legislation. Miss Rogers, Mr. Jahnke and Mr. Englisher of the Public Welfare Department and the archivist conferred with Mr. Vickers, chief clerk of the Secretary of State's office concerning proposed amendments to the State Records Commission act. It was proposed that an attempt be made to get a bill which would compel all departments proposing to destroy records to go through the State Records Commission and to permit the State Records Commission to authorize destruction of records without having to go through the General Assembly. It was pointed out that under the present act the Commission is merely advisory to the General Assembly and since permissive acts have still to secure legislative action, most departments are now by-passing the Commission and going directly to the General Assembly for permission to destroy broad categories of records. It was further pointed out that it is difficult to phrase such general descriptions of categories in a manner which does not require a conscientious department head to retain types of records within categories longer than necessary or to permit a careless clerk to destroy certain other types of records too soon. Furthermore, destruction of records in the past has been based almost wholly upon whether the records have immediate administrative value, concerning which the departments presumably are competent to judge. The fact that State records have a way of taking on other research values as time goes on makes it desirable that the decision to destroy be reviewed by persons experienced in historical, legal and archival matters. A further recommendation was made that the Attorney General be added to the Commission, that the Departmental representatives be dropped from the Commission and that instead of two representatives from the State Library (to which some Departments have objected as weighting decisions too heavily), the State Librarian be the member of the Commission with power to delegate the archivist as his representative. It is believed that the above amendments would meet objections voiced in the past to going through the Commission instead of going directly to the General Assembly.

Staff Work.

The index cards for one of the four rolls of the 1830 federal census have been written, except for Fayette County on which Mrs. Reichler is now working. The counties in this roll are Bond, Clay, Clinton, Edwards, Fayette, Madison, St. Clair, Wabash, Wayne and White counties. I have not yet finished the revision of the cards for some of these counties, hence complete statistics are not yet ready. The photostatic enlargements for each county have been laced into binders and will be cataloged and placed on the shelves. The Photographic Laboratory has started to make enlargements of a second roll.

Mrs. McFadden is at present the only staff member working on the 1850 census index. She finished Carroll County and has started Cass County, reporting writing 1130 cards. Mr. Cassady did 300 cards on Carroll County.

The arrival of the 1949 Annual Reports while Mr. Rountree is still struggling with the letter "N" for 1948 means that we have still not caught up with the filing. Consequently I have pulled Mr. Cassady, Mrs. Robeson and Mrs. Reichler from the work they were doing to assist in the filing. Mrs. Robeson is combining the 1948 and 1949 reports and she and Mrs. Reichler stapling and unfolding them. Mr. Cassady is filing in the reports for which "10's" folders have already been made (i.e., whenever a company has filed 10 reports or more it is given a separate folder.) He has finished the "0's". Mrs. McFadden has done some preliminary filing in the card file, but this filing is not satisfactory reference desk work.

Mr. Cassady and Mr. Rountree worked together on the checking in and shelving of the service records from the Adjutant General's office. The unbound records came tied together in numbered bundles but the arrangement in the Department's vaults was not good and we have been reorganizing the file to correspond to the arrangement in those volumes which they in part parallel. The shelf listing has not been completed.

Mr. Cassady reports checking federal censuses for reference purposes as follows: 11 families in 1 county 1830, 3 counties 1840, 13 counties 1850 and 1 county 1860 mortality. He checked 37 names in the civil war service records.

Miss Scheffler has completed the cataloging of the Illinois and Michigan canal series B, Construction: Field notes. Complete entries appear in the detailed catalog in the Illinois and Michigan canal binder but she has not finished typing the condensed cards.

The December exhibit was reproductions of stained glass windows. The west case contained, among other things, a beautiful handmade Florentine triptych loaned by Mrs. Reichler. This was the most beautiful and colorful exhibit we have had, and confirms the wisdom of our decision to move the smaller cases into our exhibit room. The Paris exhibit has been left in place on the second floor.

The January exhibit will be the popular "100 years ago in the General Assembly."

Mr. East reported on his activities as follows:

He wrote to the Records Corporation for information on microfilming programs projected by Illinois Counties. Reply received through Chicago branch office.

Wrote to Recorder of Deeds, Whiteside County, for information on microfilming project reported under way in that county.

Wrote to County Clerk of Iroquois County for information on destruction of records by fire in or about 1868.

As a taxpayer of Peoria County wrote (on his personal stationery), to Frank J. Lapasso, Chicago, architect of projected Peoria court house, offering for his examination, letters containing certain recommendations by United States Archivist R. D. W. Connor, and State Archivist Margaret C. Norton for establishment of county archives department. (These recommendations were adopted, in part, by Harrison & Jameson, Peoria, architects on Peoria County's proposed court house. Taxpayers rejected proposed bond issue in 1946).

Compiled in contrasting colors an outline map of Illinois showing (1) counties using Photostat and (2) counties employing Rectigraph for recording of instruments.

Continued preparation of basic bibliography and analysis of Illinois law relating to history of county government, working through 1897.

Served as chairman of ticket committee for State Library Christmas party.

State Records Commission. The State Records Commission met with the Public Welfare Department on December 15 and again on December 19 and recommended the destruction of a number of "housekeeping" records, also approved in principle the destruction of closed case records after microfilming, etc.

Visitors.

The three Japanese librarians sent by the U.S. State Department were unable to visit the Archives Building but I was privileged to meet them at a luncheon given by Miss Rogers.

Dr. Ernst Posner, director of the Graduate School of Social Science of American University and professor of archival science, spent Thursday December 28 here. He had expected to arrive Wednesday afternoon but missed train connections in Chicago and did not arrive until 8 P.M. Mr. Cassidy, Mr. and Mrs. East, Miss Scheffler and I spent the evening with him at the hotel.

American Historical Association.

Thursday evening Dr. Posner and I left for Chicago to attend the annual meeting of the American Historical Association which met at the Stevens Hotel December 28-30. I was particularly

sorry to have missed the first day's program which held great interest to me, but Dr. Posner could not come at any other time and his visit here has been long overdue.

The Thursday meetings in which I would have been particularly interested were as follows: "What's Wrong with Graduate Training in American History?", "The Historian and the Federal Government; Research and Publication Opportunities"; "World War II Documents" and the dinner of the Mississippi Valley Historical Association.

I chose to "circulate" on Friday morning as the programs did not particularly attract me and there were many friends whom I had not seen for years. Dr. Posner said I missed a very fine meeting on "The History of Technology" where there was much discussion on business archives. Rather I should have attended the debate on "American Entry into World War II" which got nearly a page in the Chicago Tribune and proved quite conclusively that historians have the same political reactions as other people and cannot be objectives.

Thursday noon I presided at the luncheon meeting of the American Catholic Historical Association on "The Sources for American Catholic History." The meeting was held in the huge room where the Icecapades held forth in the evening. The speakers table was on a spotlighted dais, the audience sitting on the terraces below us in dim religious light. We had a lot of fun over our very incongruous setting, but perhaps that was why the meeting lasted until 3:45. I wanted to shut it off at 2:45 but the Secretary, Father Ellis said, "This is the first time we have ever had a meeting on archives. They are all keyed up - let the discussion run as long as it will - we have no meeting until 4."

Our friend the Rev. Henry J. Brown of Catholic University of America talked first on "The American Catholic Archival Tradition." As a Protestant, I had always envied the Catholic tradition of keeping archives, but I find they have been as careless in their records practices as everyone else. Father Brown did not "pull his punches" in telling them what they should do. This paper will appear in a future number of The American Archivist. Father Thomas T. McAvoy of the University of Notre Dame spoke on "Manuscript Collections Among American Catholics", though a more correct title would have been "The Archives at Notre Dame." His predecessor, James Farahan Edwards, former librarian at the University, conceived the idea of an American Catholic Archives to be centered at Notre Dame, and from about 1880 onwards collected manuscripts and archives on American Catholicism. As in the case of his contemporary, Andrew Draper of the Wisconsin Historical Society, tradition has distorted the truth about his collecting activities and it is customary for Catholic officials to excuse lacunae in their files by saying "Edwards stole them." Father McAvoy vigorously defended Edwards. Since 1918, by papal decree, diocesan archives are required to be kept at the headquarters of each archbishop. It has therefore seemed wise to change the title of the institution to "the archives department of Notre Dame University," but this still is the richest collection on American Catholic History. Dean Posner lead the discussion. Through the courtesy of Mother Magdalene of St. Francis Convent here I was able to take to the meeting an outline of the classification scheme for the provincial motherhouse and several priests

and sisters examined it with great interest. Father McAvoy's comment was, "This looks excellent."

From this meeting I went to the program on "The Publication Problem," I was particularly interested in Henry M. Silver's paper on "Cheaper Methods of Publication," but got in on only the tail-end of the discussion.

I stayed for the business meeting. Perhaps only three items need report here. My old school mate, Professor Emeritus James G. Randall of the University of Illinois was elected Vice President, which puts him in line for the Presidency next. Grace Griffin of the Library of Congress who for many years edited the Annual Writings on American History is dead, but the Library of Congress will continue the work if their appropriation item of \$10,000 can be included in this year's budget. Those interested were requested to write to their Congressmen. The University of California controversy over requiring anti-Communist oaths from their teaching staff was gingerly handled through a resolution which ignored the requirements to take oath but condemned the policy tied to it, of giving contracts for one year only. Obviously somebody had burned the midnight oil trying to concoct a resolution which would support traditional "academic freedom" without involving the Association in charges of pro-Communism. Prof. Bemis of Yale moved that the resolution be tabled but no one seconded his motion and he sat down looking very angry. I didn't find out what he wanted,

Saturday morning there were two programs of especial interest to me, one on university archives at which Dean Posner spoke, and the one I attended, on "Bringing History to the People." The chairman of this meeting was S.K. Stevens, state historian of Pennsylvania and the panel discussion was on three levels, national (Ronald Lee of National Park Service) state (H. Bailey Carroll of Texas) and city, (Mrs. Boyer of Detroit). There was nothing particularly new here, but it was interesting, especially what Mrs. Boyer had to say about their new building, their historical tours, etc.

The annual banquet was held Friday evening at which President Samuel Eliot Morrison of Harvard University gave his Presidential Address: "Faith of a Historian." Dr. Morrison said that it is impossible for historians to be completely objective - that they are bound to be influenced by their times and to have political beliefs which will be reflected consciously or otherwise in their writings. Personally he believes that Jeffersonian principles have had the greatest and most beneficent influence on American history and that of course is evidenced in his writings. What the historian should try to do, he said, is to try to tell what happened and to state as far as he can ascertain, what factors caused those events to take place. But the historian should stop there - he should not try to draw a moral or to influence future developments from what he conceives to be the lessons from the past. This paper was not only witty and brilliant but the one presidential address of the Association which did not lull me to sleep.

The convention closed with a series of luncheons. I attended to joint session with the Society of American Archivists. Solon

Buck presided. Paul Angle talked on "Evaluation of Historical Manuscripts," saying that he had not and would not prepare a formal paper lest some of the things he discussed be misinterpreted or misquoted. He then proceeded to say that in his estimation curators of historical collections held manuscripts as sacrosanct just because they are manuscripts and bear the expense of storage for bulky manuscripts which if printed the librarian would discard without any compunction. He said historical societies should weed out manuscripts worthless to them either because they have no intrinsic value or because those manuscripts are outside their field of collection. Where possible those manuscripts should be sold to manuscripts dealers and the proceeds invested in something needed by the Society. He said library trustees readily approve the expenditure of \$40 for a single manuscript which might possibly be consulted by one scholar, and at the same time quibble about buying a reference book costing \$15 which would be used frequently by the staff. Mr. Angle was obviously talking with his tongue in his cheek, and his arguments were as full of holes as Swiss cheese. Virginia Gambrell, Forrest Sweet and others leaped down his throat, but he gave us much to think about and basically he is probably right. I know you would have enjoyed this speech, as I did, more than any other on the program and I wish you would try to induce him to write something on weeding an historical library for Illinois Libraries.

Among those present at the meeting was Mademoiselle Regina Pernoud of the Archives Nationales. Mme. Pernoud as one of the two members of the French archival staff who could speak English, made herself most agreeable to us Americans. She is in charge of exhibits at the Archives Nationales, and is in America on a Fullbright fellowship studying historical museums. As the person who planned and executed the remarkable exhibit on seals, I don't think she has much to learn in this country. She says she is particularly interested in making archives and history come alive for children. I urged her warmly to visit Springfield, offering as inducement the Lincoln shrines, and she said she would like to come but thought it best to postpone her trip until spring. The American State Department plans her trips and will finance her railroad fare but not her hotels and meals. I suggested that she could get around the hotel business by taking a night Pullman down from Chicago and we can take care of her meals. I didn't say so, since my own plans are a little uncertain just now, but probably I can take her into my own home. She said that she will have to have a written invitation to be permitted to come and she thinks it would be better for the invitation to go to her direct. I have her forwarding address:

§ Mrs. Dorothy Quinn
P O Box 577
Frederick, Maryland

Don't you think you should sign the invitation?

Respectfully submitted,

Archivist

**ARCHIVAL ACCESSIONS
December 1950**

	<u>Documents</u>	<u>Vol.</u>	<u>Drawers</u>
Secretary of State			
Corporation Dept.			
Annual reports, 1949	50,000 *		
Fee book, 1949		1	
<hr/>			
Index Dept.			
Deeds to State property	14		
Adjutant General			
War service records, Black Hawk,			
Mexican, Civil and Spanish			
American Wars	13,000* cards	10	110
	50,014*	11	110
	13,600* cards		

*Estimated

ARCHIVES REFERENCE
December 1950

Routine Departmental Calls

Secretary of State

Bookkeeping Dept.

Payroll 1

Corporation Dept.

Annual reports 81

Index cards 43

Correspondence 4

Executive Dept.

Commutation 1

Proclamation 1

Register 1

Notary bonds 3

Trade Marks 7

Index Dept.

Deeds to State property 2

Elections 9

Enrolled Laws 7

General Assembly 24

War Council 1

Registration and Education Dept.

Real estate salesman 1

186

Historical

In person

History State Departments 1

Miscellaneous reference books 3

Name Index (Phone calls) 17

Lincolniana 2

By mail 1 24

Genealogy (including reference to war service records for all purposes)

In person

Federal Census

1840 3

1850 7

Agricultural, 1850 1

Fayette Co. records 1

By mail 12

Census, etc. 13

Civil war 16

Spanish-American war 2

31

Archival Technique

In person

Disposal of records 3

State Records Commission (sessions) 2

Dr. Peerner 1

6

By mail 5 5

Miscellaneous letters

3

267

ARCHIVAL CATALOG
Report for December 1950

Name Index

1830 federal census

Edwards Co.	275
Clay	130
Bond	543
Clinton	393
Wabash	491
White	988
	<hr/> 2,820

1850 federal census

Carroll Co. (supersedes any previous figures)	4,724
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Illinois and Michigan canal	300
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Cross reference cards	20
	<hr/> 7,864

VAULT ADMISSIONS December 1950

Div. of Architecture & Engineering	2
Auditor of Public Accounts	4
Civil Service Commission	4
Illinois Commerce Commission	3
Department Mines & Minerals	3
Supt. Public Instruction	8
Department Public Works & Bldgs.	1
Department Registration & Education	37
Secretary of State	
Corporation Dept.	3
Executive	21
Index Dept. (Shipping)	1
Safety Responsibility	1
State Treasurer	13
Div. of Waterways	3
	<hr/> 104

PHOTOGRAPHIC LABORATORY
December 1930

Photostats

Negatives

Positives

Secretary of State

Operator's License
Corporation Dept.

64

State Library

Archives Dept.

9

14

Census enlargements

36

123

Photographs

8x10 Print

Publicity (Beldir)

Visit of E. Posner

16

ILLINOIS STATE LIBRARY
STAFF MEETING
January 9, 1951

Miss Skogh yesterday fell in getting out of a taxicab and fractured her spine and two vertebra. She is in Memorial Hospital and will be in bed at least five or six weeks. Please do not send flowers which she cannot stand on account of her asthma, but do send cards, cheerful ones, as she is depressed. She will be in pain for about a week but after that can receive company, but requests that people should not call evenings which is the only time her sister can be there and they have things to arrange.

This year A L A celebrates its 75th anniversary. The theme will be "The Heritage of the U S A in times of Crisis." Mr. Ellsworth of Iowa and Mr. Corey, secretary of A L A will interpret this theme at Midwinter meeting: They are bringing out two volumes, "How to defend freedom by a study of what it is", one volume of which is to be a source book.

A L A is also offering prizes for the best 200 word essays on The Power of Books to Influence People. One prize will be \$200 to a librarian now a member of A.L.A., another prize of \$100 to a librarian who joins A L A at the time of submitting the essay and \$100 for non-librarians joining A L A. What are the problems which worry citizens enough to come to the library? Deadline for submission of essay, May 1. The bulletin describing this contest is posted on the bulletin board.

Annual meeting of A L A will be held in Chicago July 8-14. Those wishing to attend should contact Miss Rogers early.

Labor and Management Relations reading list for schools, formerly printed in Illinois Libraries is now issued in separate form by the University and we will no longer publish the list.

An 8 weeks' course on classification of positions in State service is to be given by Paul Steinbicker starting at 4 P.M. tonight. It will be held at 628 Adams St. and sessions will be two hours.

Miss Rogers called attention to the Library Relations Council for Library's leaflets on public relations for libraries.

Mr. Myers' radio program at Centralia has been changed back to its old time, Tuesdays 2:15 P.M., station WCNT

The Public Administrators' Forum is having an open meeting on January 23d, a demonstration of IBM machines in State work, by Dr. Sagen of Public Health Dept., at 220 East Monroe St. Any wishing to attend, and I think this will be of interest to the Archives staff, please let me know, so I can make reservations.

Attention is called to an A L A bulletin concerning U N E S C O's C A R E packets of books for European children. Packages of books, \$ 10.00 each.

Each member of the library staff Miss Rogers wants to have read Miss Scheule's article on "Every librarian's business" appearing in South Dakota Library Bulletin, copy at Mrs. Ennis' desk.

Civil Service examinations will be given in the middle of April for Library Assistants I-V and for

ARCHIVAL ASSISTANTS II-III

Attention is called to new regulations re promotions under civil service. No one may skip a grade. For instance, even though qualified in every way for Library Assistant IV, for instance, a person now classified as Library Assistant I or II could not be given the job until that person had advanced through each of the intermediate grades. Therefore, Miss Rogers recommends that persons qualified to take examinations for the grade ahead should do so, even though they may not be appointed to such a position at present. I am too vague about these matters to advise with members of the Archives staff and presume that Miss Rogers will talk to those of you directly who will be planning to take the examination.

Mr. Daniels in the Music Box has tickets for the Springfield Junior College Music Department's presentation of the opera "The Devil and Daniel Webster," to be presented Jan. 13-16. Tickets are \$1.20 each.

Miss Rogers calls attention to the book fund. She does not want any of the money turned back. The archives has \$700 left in its book fund for the current biennium. Any having suggestions for archival literature or reference books please give me a notation.

Miss Rogers gave statistics on absenteeism in the State Library. 714 days were lost last year, or the equivalent of the time of two full time persons for the year, 47,075 man hours lost. Each member of the staff was out an average of $2\frac{1}{2}$ days during the year. She hopes we can have a better record in 1951.

The index for Illinois Libraries for 1950 will be issued as a separate.

The biennial report for the State Library will come out in the February issue of Illinois Libraries.

Miss Rogers called attention to the Survey and Summary on Kansas Libraries just published. She wishes us all to read at least the summary. This is being cataloged.

Mrs. Curran brought the copy of the Book of Kells, a facsimile copy of what is often called "the most beautiful book in the work." Part is in color facsimile, part in black and white.

Mrs. Curran reported that the official Gazette of the U.S. Patent office is to be issued in microfilm in the future and it was decided to get that copy but to use the standard indexes. Mrs. Curran was instructed to find out if they plan to microfilm back issues.

The Library is trying to get extra copies of Harper's Magazine for October 1950, their anniversary edition. If anyone has a copy of which he would like to dispose, contact, I suppose, Mrs. Enlis.

A copy of the Illinois Pupil's Reading Circle List was shown as a reminder that the 1951 list is out.

Attention was called to the article entitled "Salesman in Atlanta" in Time magazine for Jan. 8, 1951. It describes the work of the librarian of the Atlanta public library.

Attention was also called to a new service for libraries: the American Lending Library. This institution rents new books to libraries, a minimum of 8 per month, on a fee basis. This gives an opportunity to stock new popular literature with tying up a large investment in new short-lived interest books. The Elmhurst and Libertyville libraries are using this service. There is an article in the December number of Illinois Libraries about this.

The first letter advertising the regional meetings has gone out. Meetings will be held in April, as usual starting in southern Illinois and working north. The theme will be expanded service and the place of libraries in the present world situation. Schedules of places and dates not yet ready.

Mr. Meyer reported on certain news letters such as the For-man's Letter and Industrial News Letter, saying the U of I Library does not think they are worth purchasing for the library.

Miss Rogers called attention to the exhibit Miss Bailey is putting up on the first floor of the Centennial building - the first in the series of staff exhibits.

Miss Johnson reported that the petition for a regional library for southern Cook county is being filed this week and an election will be held in March.

On February 6 Miss Santarelli will speak on the State inventory. At the next meeting Miss Norton is to show pictures of some of the places she visited in England.

Miss Norton reported on the recent American Historical Association meeting which she ~~XXXX~~ attended at Chicago last week. She particularly commented upon Paul Angel's talk on weeding manuscript collections. She also mentioned our interest in the new Peoria court house. If any of the Archives staff is interested in the A.H.A. meeting, see my monthly report to Miss Rogers (in my office), which expands upon the subject. Mr. East will doubtless welcome a chance to talk about the court house.

Margaret C. Norton
Archivist

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for January 1951

Accessions.

The Index Department of the Illinois State Library transferred 9 documents relating to three tracts of real estate and 41 documents relating to the 1950 elections. The Corporation Department transferred the 1950 reports for "Not for Profit Corporations". The Secretary of the Senate transferred 449 documents of the regular and special sessions of the 66th General Assembly, 1949.

Departmental Vaults. Records were taken to their Departmental Vaults by the Secretary of State's Bookkeeping Department, the Corporation Department (correspondence), Department of Public Works and Buildings, State Treasurer and Civil Service Commission. The Adjutant General, represented by Col. Bruce discussed the types of records suitable for transfer to his vault and decided to put the N. G. permanent service records there but has not yet brought them over.

Staff Work.

I finished proof-reading and checking the index cards for the first roll of the microfilm for the 1830 census, about one-third of the entire census. Then experimentally, I indexed one county, Pope, in the next roll of film. This took me about three days, not working continuously. I find that I can do the names and the look-ups on the names about as fast as I can read proof on someone else's work, but that the time-consuming element is filling out the rest of the form. Since only Miss Winterbauer is available at present for this indexing, I believe the quickest and most efficient way to get this indexing done will be for me to do the names and let her fill out the rest. Perhaps this indexing does not sound like a worthwhile project in such times as these, but we have an increasing number of calls for such material and genealogical work is very time consuming without indexes. Presumably people are turning to the past in an effort to forget the present, so, since there is a demand, we are trying to meet it.

My planned major project for the year, in conjunction with Mr. Cassidy, is to try to get all main series cataloged. This involves rechecking our inventories and often some rearrangement of files. For instance, we have an H R S inventory of the records of the State Council of Defense of World War I. Our inventory does not correspond in arrangement or content with the H R S inventory. Since the latter is a detailed catalog we shall be able to refer to that published guide instead of having to do all the detailed work ourselves. First, however, we must put the records into the same arrangement as that described. This will involve shifting of contents of all the drawers, but will be worth while. Our detailed checking as a preliminary to cataloging will doubtless reveal other discrepancies. We are working over the inventory for the 2d level of vaults, but so far have not done any cataloging.

A civil service examination for Archival Assistant II (Mr. Pountree) is to be held in April. I have had several conferences with the Civil Service Commission about this, also the examination for Archival Assistant III for which there is neither present vacancy or list. Conscious of the fact that two persons without archival experience passed the last written examination because they had read some of my articles, I held out for an oral examination this time. Presumably you have been told about our decisions and recommendations in this matter.

I have had a number of informal discussions on the disposal problem of the Department of Public Welfare.

On January 23 I showed some of the postcards I brought home from England, to the State Library staff meeting.

I have accepted an appointment to membership of the Committee on State Archives of the Society of American Archivists.

My article on the Paris Congress of Archivists appears in the January 1951 issue of The American Archivist.

Mr. Pountree, Mrs. Robeson and Mr. Cassidy are working on the Corporation report filing. Mrs. Robeson is doing preliminary stapling and filing and Mr. Cassidy filing the "10's" reports. These reports of corporations having 10 or more reports have been filed from the letter "R" where Mr. Pountree is now working, through the letter "W". Mr. Pountree has been interrupted in his filing by having to stop to make signs, to rearrange certain records in the vaults, to substitute from time to time for brief intervals at the Reference Desk, and to act as page in the vaults. He should be twine.

Mr. Cassidy reported samples of the types of reference questions which passed through his hands. For example, one writer wanted a copy of Lincoln's service record in the Black Hawk war (3 enlistments). A certified copy was issued of records showing full payment for certain canal land in the 1850's for which no patent was applied for. A search was made in the deed records for a deed to property unrecorded in Morgan County but claimed to be owned by the Illinois School for the Deaf. Census records were searched for 15 families in 4 counties for 1840 and 15 counties for 1850. There were 4 calls for Spanish American War service records, 1 for Black Hawk and 17 for Civil War.

Mrs. Robeson has been filing index cards, stapling corporation reports, putting 1937 enrolled laws in new folders, and occasionally taking the Reference Desk.

Mrs. McFadden has spent most of her time checking in election returns and Senate records recently received; has also been filing corporation cards, and has indexed 610 census records for Cass county 1850. Owing to the fact that we have had several new guards she has had an unusual number of inquiries as to location of State offices, etc.

Miss Scheffler prepared the January exhibit on "Illinois Government 1851" and Mrs. East and she the February Lincoln exhibit. She has spent most of the rest of her time final filing

some 3600 census index cards.

Mr. East wrote to county officials and recieved information on the Whiteside county microfilm projects in Whitesied and Fulton county and supplied data from the archives and the Historical Library to A.H. Holt of Fort Lauderdale who is writing an historical novel based on the life of his uncle Gurden S. Hubbard. Most of Mr. East's time has been devoted to his bibliographical studies of county government.

Mrs. Winifred Reichler resigned effective January 6. She is now teaching at Sacred Heart Academy, Springfield.

Respectfully submitted,

Archivist

ACCESSIONS

January 1951

Secretary of State

Index Dept.

Documents

Deed records
(3 cases)

9

Election records, 1950

41

Corporation Dept.

Not for profit corporation
reports, 1950

10,000 (Est.)

Secretary of Senate

66th General Assembly,
1949

Regular session
Special session

479

10

10,499

ARCHIVES REFERENCE
January 1951

Routine Departmental Calls

Secretary of State

Corporation Dept.

Annual Reports

Index Cards

Executive Dept.

Certificate of qualification

Commutations of sentence

Land patents

Notary Bonds

Trade Marks

Index Dept.

Deeds

Elections

Enrolled Laws

Court of Claims

General Assembly

Ill. War Council

Ill. Legislative Council

105

35

1

2

2

2

4

5

18

23

1

23

3

1

425

Archival technique, Genealogy, History, etc.

Archival Technique

In person

By mail

2

15

17

State Records Commission

In person

7

7

Genealogy

In person

Federal census

Civil War

Spanish American War

By mail

Census

Civil War

Black Hawk War

Spanish American War

1

23

2

13

13

1

4

57

History

In person

Miscellaneous

Name Index (Phone)

By mail

4

21

11

County officials

By mail

3

39

Grand Total

345

ARCHIVES CATALOG

January 1951

Catalog

U. S. Census 1830 (Revision)

Cards added
Cards withdrawn

$$\begin{array}{r} 11 \\ 17 \\ \hline - 6 \end{array}$$

Name Index

1830 Federal Census

Madison Co.
St. Clair Co.
Fayette Co.
Cross references

$$\begin{array}{r} 912 \\ 1162 \\ 446 \\ \hline 108 \\ \hline 2628 \end{array}$$

VAULT ADMISSIONS January 1951

Div. of Architecture & Engineering	1
Auditor of Public Accounts	10
Civil Service Commission	11
Illinois Commerce Commission	7
Dept. of Insurance	3
Supt. of Public Instruction	5
Dept. Public Works & Buildings	2
Registration & Education	39
Sec. of State	
Corporation Dept.	7
Executive	22
Index	1
State Treasurer	25
Supreme Court	1
Div. of Waterways	7
	<hr/> 141

PHOTOGRAPHIC LABORATORY
January 1951

Photographs	Negatives			Prints		
	4x5	8x10	10x40	40x60	5x7	16x20
Secretary of State						
Opening G.A.		163				
*Portrait			5	2		
Operators' License	5	12				
Public Relations (Jones)						
Portrait Sec. Barrett	2	6				
License Plates	5	5				
State Library						
Publicity						
**Norton bon voyage party		30				
*** Publicity	4					12
**** State Fair Exhibit	4	12				
Library Memorial Books	3	6				
Administrative Office						
Library Manuals		3				
Bookmobile activities		45				
Illinois resources		3				
Archives						
Picture Dr. Posner	2	4				
Display cases	4	2				2
Art Dept.						
Copy of painting	2	4				
*****Display Cases	6	12				
Display Cases	5	15				
Copied from Magazine	4					8
Jan.	38	268	5	2	10	
Aug.	4	54			12	
Oct.	4					
	<u>46</u>	<u>322</u>			<u>22</u>	

*Mr. Helm remarks: Interested experiment making 40x60's. The entire Laboratory was converted to a dark room. The prints were made with the Balopticon, instead of our enlarger. The 40x60's were made from size 2x3 negatives

- ** Dated Aug. 3, 1950
- *** Dated Oct. 24, 1950. For Mr. Belair. Not signed
- **** Dated Aug. 19, 1950
- ***** Dated Aug. 2, 1950

Photostats	Positive	Negatives
State Library		59
State Library: Archives		21
1850 census enlargements		41
Corporation Dept.		
Recordings		103
Safety Responsibility		10
		<u>234</u>

Microfilms
For Illinois History Survey 24 frames

ILLINOIS STATE LIBRARY
Report on Staff Meeting
February 6, 1951

Most of the time was taken up with reports on A.L.A. Mid-Year meeting held at Chicago and attended by Miss Rogers, Miss Dieckhaus, Mrs. Langsdon and Miss Wright. Before going into this I will transpose items which particularly affect the Archives.

The 75th anniversary meeting of A.L.A. is to be held in Chicago July 8-14. In connection with that the National Association of State Libraries will be meeting at the Drake Hotel. Following this conference the N.A.S.L. is coming down to Springfield, to arrive here on the noon train Saturday July 14. The Committee on arrangements is Miss Norton, Mrs. Curran, Mrs. Langsdon, Miss Bailey, Mrs. Mc Mullen, Mrs. Ennis, Miss Wright and Mr. Belair. It will probably be necessary, Miss Rogers says, to have all the State Library staff on duty at least a part of that afternoon, and those who do stay that day will be allowed an extra half day on their vacation. More particulars on this later.

Miss Rogers called attention to the current exhibit on Lincoln in the first floor lobby in the Centennial Building. I haven't seen it yet, but doubt if it is as good as the one Mr. East and Miss Scheffler have just put up on our first floor. Part of our current exhibit on 100 years ago remains in place and the rest will be replaced after we take down this Lincoln exhibit.

Miss Rogers called attention to the book issued on the New York Freedom train.

Miss Rogers wants the staff to read Educational Research Service Community leadership. This pamphlet is on Mrs. Ennis' desk. Also the Library of Congress Public Affairs Abstract "Civil Defence", January 1951.

The Centennial Building 2d floor exhibit case is being maintained by Mr. Myers as a place to display the latest books and pamphlets on civil defence and bomb attacks.

Miss Rogers also called attention to the following articles: School Life January 1951, articles on p. 56 (Universal declaration of human rights) and p. 62 (Education for the Nation's Defense.)

Miss Skogh has been fitted with a brace which permits her to be put in a regular hospital bed and to be able to feed herself. She is now able to have visitors.

Miss Wright reported on the A.L.A. meeting. She is a member of the Audio-Visual Committee of I.L.A. but did not attend the committee meeting at Chicago because only films were to be discussed. Her committee under the chairmanship of Mr. Scurr is preparing a pamphlet on how to set up a records (phonograph) department in a library, and another committee of some music association is working on a simplification of the Library of Congress Classification for music.

Mrs. Langston spoke about the new Public Libraries Division of A.L.A. which is to coordinate the interests of the discontinued Extension,

Public Libraries and Trustees Sections. She was disturbed by the discussion of how these were to be organized as section of this larger section, saying that she had supposed that this new A.L.A. section was to combine these groups not to continue them as separate organizations. Mr. Ulvelling (Detroit) had spoken against division. (This has been a terribly important point discussed pro and con at the first A.L.A. meeting I attended - back in 1917. Of course we as archivists are very much concerned about such matters of A.L.A. policy.)

Mrs. Langsdon also reported on the A.L.A. Council meeting. I might say for the benefit of the staff members who don't know anything about A.L.A., that the annual conventions got so huge and unwieldy that a number of years ago the Council began holding separate meetings in Chicago in December or January, so they could get their work done. Members of A.L.A. are always screaming about DEMOCRACY and they didn't like that, so they had to let anyone attend these Council meetings so the Council wouldn't put over something while the members' backs were turned (I guess that was it), so the Council meetings may be attended by any member. It has become the custom for executives in libraries to attend these meetings and so meetings other than Council meetings are also scheduled. Most people feel they get more out of the Mid-Winter meetings than the regular conventions. So much for background.

The Council is now proposing an increase in dues, of \$2 - \$1 for the directory of librarians and \$1 for an employment agency. Dues are based on salary - mine have been \$10. One of the perennial questions has been "What do we get for our money?" Personally my answer has been "Nothing of any interest to me" so I have resigned my membership. The directory I have found very useful but not worth paying for on top of dues. Most of those at this meeting opposed the proposition of the increase of dues. I won't bore you with the discussion since I believe no member of our staff here is a member.

Several movies have been the object of discussion. They were shown at the A.L.A. meeting and the A.L.A. committee on films endorsed them. One of them was the animated cartoon "The Brotherhood of Man" which, when shown at the Peoria Public Library kicked up such a rumpus that the city librarian has been given a six months leave of absence and the library board asked to resign.

It was announced at the meeting that the Illinois Library Association will hold its next meeting at La Salle next October.

Miss Dieckhaus reported humorously on the day she spent at Chicago. She said all the ex-Illinois State Library people she met are now "specialists" but that they all seemed to be hunting jobs. She attended the quarterly Book and Authors Luncheon sponsored by the Chicago Sun. They heard Lawrence Welker, Paul Angle, Keith Wheeler, Mr. Meissner (author of the new biography of Scott Fitzgerald) and Mary Jane Ward (author of The Snake Pit who has a new book Music in the Night). On Wednesday night she attended a dinner at which Luther Evens, Librarian of Congress and Walter Lavis of United Nations were speakers.

Miss Rogers reported that she as a member of the Council attended one of the two meetings. The most important business was the announcement of the resignation of Mr. Corey as Executive Secretary effective Sept. 1 and the retirement of his secretary, Mrs. White, effective March 1, after 41 years at A.L.A. headquarters. One of the proposals now before A.L.A. is that this should be a council of library associations of which A.L.A. should be a part and furnish headquarters, something like the Council of State Governments in Chicago. (I joined A.L.A. in 1915 and they have amended the constitution or proposed a complete reorganization at least twice a year all that time.)

A.L.A. will celebrate its 75th anniversary at its convention to be held in Chicago July 8-14 with headquarters both at the Palmer House and the Stevens. Making hotel reservations is complicated. I don't suppose any of the Archives staff will be going, but if so, I have the details as of this moment.

Miss Rogers again called attention to two books on the American Heritage being published this spring by A.L.A., also to the World Book prizes for the best articles on the American heritage.

Nominees for Vice President (President next year) are Mr. Downes director of the U. of I. Library and Mr. Ellsworth, director of the U. of Iowa Library.

The A.L.A. minimum library salary standards have just been issued. Miss Rogers says we are meeting the basic rates and pay a little over that amount for 2 grades. (M.C.N. remark: We are not meeting archival standards - Maryland pays its archivist \$7,042, 2 assistant archivists 4,183.50 each, 1 record cataloger & index 2,460 and one 2,016. The rest of the salaries not so good.)

Censorship was also discussed. In addition to the Peoria situation mentioned above, the librarian of the Bartonville public library (Oklahoma) was dismissed after 30 years and the library board asked to resign, all because he had and circulated certain books on communism. (I guess it was this and not the Peoria library board that had to resign - I am hazy. But this sort of thing is another reason why I am no longer a librarian - not that I ever was in such a mess but because such messes occur every so often.)

Two bills are ready for introduction into Congress about libraries. One HR 1272 and S349 providing for camps and housing and community services is being watched as an "impact" bill - if that goes thru maybe they will introduce the library bill which provides a \$10,000,000 fund for state aid to libraries for 5 years. It will give each state \$40,000 a year minimum on a matching basis, be used for improving buildings, buying books, etc. A good many of the people at the meeting expressed themselves as thinking this is a poor time to be spending money for further hand-outs.

There was much more similar reporting but it does not affect the Archives. We should of course know what is going on at the State Library so that if outsiders asks us questions we will not have to act dumb or hand out wrong information. Are you still with me?

Margaret C. Norton

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for February 1951

Accession. The Index Department of the Secretary of State's office transferred records on real estate acquired by Southern Illinois State University, also some miscellaneous records of the 65th-67th General Assembly.

The Secretary of the Senate transferred Committee Reports on Bills, 66th G. A. Mrs. McFadden was extra careful in checking in Senate material for the 66th General Assembly (1949) because it came in so late. Mr. Butler remarked to me, "I'd like to know just what did happen about those records. There was something funny there." They did not come until after Mr. Butler sent a formal demand that the Secretary of the Senate comply with the law directing that all General Assembly records be delivered to the Secretary of State at the close of each session of the legislature. An employee of the Senate who had had one cocktail too many at a party revealed to Mrs. McFadden that, "We know who has those Senate records because only four people carry a key." Whatever it was, the Archives was entirely out of the controversy over the transfer, for which we are thankful.

Departmental Vaults

Records were transferred to their respective vaults by the following departments: Teachers' Retirement System, State Treasurer, Superintendent of Public Instruction, Civil Service Commission, Adjutant General, Commerce Commission and Executive Department of the Secretary of State's office.

The Finance Department, in connection with the current reorganization of State government has been making a survey of all space occupied by every State department. The man making the survey required all departments to take him into the departmental vaults and Miss Rogers and I took him through the Archives sections of the building. He reported to Mr. Vicars that there appears to be much unoccupied space and equipment in the Archives Building which should be made available for "storage." Mr. Vicars, Miss Rogers and I conferred concerning space in the Archives proper. The books received on exchange from other states are being moved in to fill Level 10. Miss Bailey is removing all the Illinois documents now scattered on several levels, to levels 8 and 9. New equipment has been ordered for the Archives.

Secretary of State Barrett, Mr. Vicars and Mr. Hodgman made a tour of the building with me. Mr. Barrett was disturbed over what he feared might be a report which would criticize his administration of the building, but very much relieved when I demonstrated that the Finance Department itself was the chief offender in the matter of "sitting on" space they had not used. The Attorney General has never equipped or used his vault, so Mr. Barrett wrote that official requesting a release of the space. That brought Mr. Vicars and

two representatives from the Attorney General's office over. Later Director Mitchell of the Finance Department made a personal inspection.

My explanation of our use of authorizations to ensure that only permanent and otherwise important documents should be transferred to the Archives Building seemed to "register." I talked records management as hard as I could, and Mr. Mitchell especially seemed impressed. I also urged the passage of the amendment to the State Records Commission Act.

On instructions from Mr. Vicars I made a report on vacant equipment in the Departmental Vaults, commenting freely on points about each department. I hope that what started out as something adverse to our long range records program will turn out to be to our advantage.

Staff Work

I have had no time at all in the last two weeks to do any indexing in the federal census for 1830. The plan for me to work on the names and for Miss Winterbauer to fill in the blanks is apparently going to speed up the indexing as we thought it would. I hope to find more time for my part of the work shortly.

Mr. Cassady spent most of his time on mail reference work. We are counting all requests for war service records as genealogy which most of it is. Most of the requests are for assistance in joining patriotic societies; a few to establish pension or old age assistance claims. It is often impossible to ascertain the purpose of the inquiry and in a way that is none of our business - we are asked for service and we give it. Several letters have been requests for service records on soldiers buried in certain cemeteries. One letter asked none too hopefully for the service record on a man whose widow had been refused a pension because of lack of proof. We found that a man of the same surname had service in a Company G which was given as the husband's outfit, whereas her husband had actually served in Company G of the same regiment. This discovery did the widow no good, we suppose, for the inquiry was on behalf of a granddaughter trying to get into the ladies of the G.A.R. Several letters were from state secretaries (Minnesota and Iowa), in charge of final disposition of G.A.R. records, and these were seeking information on G.A.R. members who enlisted from Illinois but who had died in their respective states.

Mr. Cassady reports having checked 32 names in Civil War service records and 2 names in Spanish American war records. He searched for 4 names in 4 counties in the 1840 federal census and 10 names in 9 counties in the 1850 federal census. He has also been helping Mr. Rountree with the Corporation filing.

Mr. Rountree filed in both the letters R and S (Corporation reports) last month, took desk shifts several days, did miscellaneous filing, etc.

Mrs. Robeson has finished stapling the R-Z reports for 1947-48, has worked at the reference desk on several occasions and done some indexing and some filing of name index cards.

Miss Scheffler and Mr. East collaborated on a special Lincoln exhibit, the chief archival item being the letter from Robert T. Lincoln to Governor Yates in which he detailed the specifications for the final entombment of his father at the time the Lincoln tomb was rebuilt in 1901. A list of items in the exhibit is appended. Most of the illustrative material was borrowed from the Historical Library. Most of Miss Scheffler's time was taken up with the filing of 10,386 name index cards, statistics on which have been given in previous months.

Mrs. McFadden has indexed 458 Cass County 1850 census records, Mrs. Robeson 129 cards.

Enlargements have been completed on two rolls out of the 1830 federal census.

Mrs. McFadden has been chiefly working on the new accessions for the 66th General Assembly, and the usual indexing of the 1850 census.

Archives Building.

Painters returned on February 20. They are working on the 2d floor west. The archivist's reception room will be same as before, elephant gray upper, white woodwork, inside bookcases coral. The lobby and other rooms dark green woodwork with white trim, light green above. The Conference Room has a white ceiling with a red band.

Additional filing cabinets have been ordered for the Archivist's office and for the Archives vaults. The fillers for tops of cases recently purchased have been installed but not the phenolite bases.

For reallocation of some space in the archival vault, see above under the heading Departmental Vaults.

Mr. Vickers and the State Architect's Office inspected certain cracks in the Special Vault and in each of the corridors above it. The assistant from the Architect's office these look like structural cracks, but nothing further has been done, nor, so far as I know, has there been any inspection by a higher engineer.

Mr. Sanders made an inspection with me of some of the doors in the Departmental Vaults which were not working properly.

In most cases the trouble was in the mesh doors and adjustment was easy. One door cheek needs a new and different set of screws (8 W), one supporting column in 8 W 1 is loose at the top and needs new bolts, one door (18 W) is very hard to open due to warpage of the steel door frame. Mr. Barrett noticed and commented on these items so I was very glad to be able to say that they have been reported. When they will be fixed is something else again as the Carpenter Shop is very busy.

A new photographic printer washer has been installed in the laboratory. Formerly the Photostat washer was used both for Photostats and for prints. This was inconvenient when different persons were working on different materials and as the chemicals used for the two processes are slightly different the combination was not too good.

One of our steel filing tables has been loaned to the Collections Room.

The Conference Room was used twice for staff meetings and once by a committee of the State Employees' Association.

Respectfully submitted,

Archivist

Report, February, 1951, Field Visitor for Archives

The field visitor continued preparations of a basic bibliography and analysis of Illinois law relating to county government.

As a taxpayer of Peoria County (on his personal stationery) he wrote to Attorney H. Dale Mangan, chairman of the Peoria Bar Association committee on the projected court house in that city with special reference to county record management. He also sent to Mr. J. Fletcher Langton, local consulting architect, certain recommendations for establishment of an archives department in the projected building. These recommendations were contained in letters which were received several years ago on the subject from Miss Margaret G. Norton, Illinois Archivist, and Mr. R. D. W. Connor, United State Archivist.

He assisted in placing a display of documents and photographs illustrating the Lincoln Tomb and the Lincoln Homestead.

"The Lincoln Tomb" was the subject for the exhibit placed in the Museum Room of the Archives building in February. A letter, addressed to Governor Richard Yates by Robert T. Lincoln, stating the manner in which his father's body was to be buried when the tomb was reconstructed in 1901 was the focal point of the exhibit.

The plan, suggested by Robert Lincoln after consulting with S. S. Beman, Chicago Architect and Col. Culver, is given in the letter, dated June 21, 1901. A copy of the letter which was written by Governor Yates, at the time of returning the plan, also was displayed. This letter contained the names of the Trustees of the Lincoln Monument.

Three copies of a new folder, issued by the Dept. of Parks and Memorials, were spread to form a background. The green folder, entitled "3 Lincoln Shrines in Illinois the Lincoln Country", and the green ink of the typewritten letter of Robert T. Lincoln gave the necessary touch of color to the west case.

Several Acts concerning the Tomb, a joint resolution and a number of photographs of the tomb during the reconstruction of 1901 and 1930 with other photographs, listed below, gave interest to the several cases used in displaying the material. The photographs were a courtesy of the Illinois State Historical Library.

Acts displayed were as follows;

- 1881 An Act appropriating \$5000 to the "National Lincoln Monument Assn." of Springfield ... to finish the Lincoln Monument and improve the grounds.
- 1883 Joint Resolution ... concerning the purchase of the O. H. Oldroyd's collection of Lincolniana. (Manuscripts were purchased by Oliver Barrett and other material by the U.S. Govt. On Exhibit in Ford Theater, Wash., D.C.)
- 1887 An act to create a board of Trustees to take and hold title to the Lincoln Home, Springfield... (Home the gift of Robert T. Lincoln to the State of Illinois)

Illustrations:

- 1901 Reconstruction of the Tomb ... according to plans recommended by Robert T. Lincoln. Interior of tomb before 1930 reconstruction.
- 1930 Photo of tomb during reconstruction of 1930-31.
Plan of tomb as reconstructed at this time.
Photo taken at conclusion of rededication ceremonies, June 17, 1930 showing President Herbert Hoover, Mrs. Hoover, Gov. Louis L. Emerson, Mrs. Emerson and other dignitaries. Photo of plaque giving historical information concerning the tomb of A. Lincoln in Oak Ridge Cemetery, Springfield, Ill.
Color illustration of Tomb as of today
- 1865 Contemporary photos of funeral of the martyred President:
Funeral train arriving in Chicago, May 1, 1865
Civil War Officers and other dignitaries attending the funeral photographed in front of the Lincoln Home, May 4
The Globe Tavern, draped in black, shown in photo taken from the corner of Third and Adams streets. Dignitaries await arrival of the funeral train via Alton tracks.
Exterior of Old State House
Crowds waiting to view the remains of the martyred President. Funeral procession along north side of the Old State House. Burial vault, Oak Ridge Cemetery in which body was placed May 4, 1865
Photos of the four groups of statuary which adorn the monument, and interior views of the Lincoln Home.

ARCHIVES ACCESSIONS
February 1951

Secretary of State. Index Dept.
Deeds to State property
1 case

Documents

3

Miscellaneous records 65th - 67th G.A.
(Oath of office; Senate Journal
re notaries 1947)

175

Secretary of Senate
Senate Committee Reports on Bills,
66th G. A.

933

1111

ARCHIVES REFERENCE
February 1951

Routine Departmental Calls		
Secretary of State		
Corporation Dept.	149	
Annual reports	29	
Index cards	2	
Correspondence		
Executive Dept.		
Executive register		
Index Dept.		
Deeds to State property	5	
Elections	10	
Enrolled laws	13	
General Assembly		45
Department of Registration and Education		
Real estate salesmen	1	
Miscellaneous	<u>2</u>	257
Archival Technique		
In person	2	
By mail	<u>3</u>	5
Disposal of records		
In person	<u>2</u>	
Genealogy		
In person		
Federal census 1850	6	
Civil war service records	25	
Spanish American war service records	1	
County history	1	
Name Index (Phone calls only)	17	
By mail		
Civil war service records	10	
Spanish American war	2	
Census, etc.	<u>16</u>	78
History		
In person		
Constitutions of 1818 and 1847	2	
By mail	<u>2</u>	4
Miscellaneous mail		
	<u>2</u>	2
Grand Total		<u>348</u>

ARCHIVES CATALOG
February 1951

Catalog

None

Name index

Federal census 1830, Knox Co.

Cross reference

129

160

~~289~~

VAULT ADMISSIONS
February 1951

Adjutant General	2
Auditor of Public Accounts	7
Civil Service Commission	4
Illinois Commerce Commission	1
Dept. of Finance	1
Illinois Liquor Control Commission	1
Dept. of Mines & Minerals	2
Supt. of Public Instruction	9
Dept. Registration & Education	27
Secretary of State	
Corporation Dept.	3
Court of Claims	1
Executive Dept.	20
Index Dept.	1
Securities Dept.	2
State Treasurer	19
Div. of Waterways	1

PHOTOGRAPHIC LABORATORY
February 1951

Photostats

Negatives

Positives

State Library
Administrative Office
Archives
Enlargements 1830 microfilm
(Vol. 1)

94
12

434

1

Corporation Dept.
Index Dept.
Safety Responsibility

31
5
1

577

1

Photographs

Prints

Negatives

Publicity: (Sec. St. Scout)
State Library
Exhibits
State Library: Archives
Exhibits

<u>8x10</u>	<u>16x20</u>	<u>30x40</u>
21		
22	6	1
6		
<hr/> 49	<hr/> 6	<hr/> 1

<u>4x5</u>
6
4
<hr/> 10

Staff Meeting
March 6, 1951

Miss Rogers read a note from Miss Steurnagel, retired librarian from Belleville who used to be on the Advisory Committee. On January 14 she broke her ankle, on February 6 had her gall bladder removed and on Feb. 16 had a hernia operation.

There is a Senate bill before the legislature to require a 40 hour week for all State employees. Saturdays we would be off but we would have to work 8-12, 1-5.

Senate Bill 147 provides for a State Government Economy Commission. This Commission, if created - and it will be - will survey the work of all State agencies with a view to curtailment and elimination of unnecessary State activities and curtailment of State appropriations. Miss Rogers warned us that we can expect to be scrutinized carefully and told to cut out some of our work and to prove that we are doing what we will be allowed to continue in the most efficient manner. So far as the Archives is concerned, it would be my guess that they may think we could cut out some of our genealogical work, though if that is what the taxpayers demand from us in the way of service, and it seems to be, we will have to continue it. I think we should concentrate on getting our census indexing as far out of the way as possible. As a matter of fact, I think that justified because of the time we have to spend on servicing calls when we do not have indexes, but I suspect the indexing will be a likely target. Anyhow, be prepared, if the bill passes, for answering a lot of questions about your work.

Miss Rogers called attention to the new A.L.A. pamphlet on recruiting librarians, since many more will be needed in the expanded programs. One page shows a picture of one of our State Library exhibits. Another page has a list of accredited library schools offering courses in rural work and extension. Personally, I have too vivid recollections of our recruiting for librarianship just after world war I and then the passing of the hat when the depression hit and the librarians were rated at a dime a dozen. Anyhow, copies of this pamphlet will be distributed at our regional library meetings, to visiting students, etc.

The Georgia Public Library report was circulated. It is quite clever, being largely cartoons - or rather, a cartoon on one side and the answering statistics on the other. The work was done by multilith.

Karl Brown who has been editor of Library Journal is returning to New York Public Library and Mrs. Helen E. Wessells will be the new editor.

Congressional Bill HR2988 has been amended to include libraries among the things to be included in community projects to take care of the impact of war industries on communities.

Bill S56 which gives home rule to the District of Columbia transfers the government of the Public Library at Washington to a local board from the former Congressional Committee.

The new postal bill HR2982 increases postcard rates to \$.02, doubles rates on 2d class mail (magazines and newspapers), also on 3rd class mail, increases cost of special deliveries, etc. It does not affect book rates.

At present there are no restrictions on library building construction, but libraries do not have a special priority rating. We get a better priority rate as a department of state government, however. By July there will be calculations of military and civil needs and the U.S. Office of Education will develop a catalog useful to libraries in the matter of priority ratings for paper, cardboard, small electric motors, etc.

A recent change in the customs acts increases the amount of duty free books libraries can purchase abroad from \$100 to \$200.

At the last staff meeting Miss Rogers asked everyone to clean out their desks and in the future to clear their desks every night. She says there are still a few roaches in the Centennial Building and wants everyone to get roach hives from Miss Santarelli to keep in their desks. That does not apply over here, because we are to report to Richard if we find or see any insects anywhere in the building, and he will immediately spray.

Each unit head is to be supplied with a flashlight to be kept where everyone knows where to find them. Ours is in the supply closet off my lavatory at present, but after the painters get through I plan to move supplies from that closet to the cabinets in my corner office. More first aid kits will also be available. Formerly Richard kept ours because most need seemed to be in the basement. I think perhaps I can get one to be kept in my office which will be handier for most of us.

A.L.A. has has for comments by March 15 on the report of its board on standards for education of librarians. A committee from our staff was appointed to take care of our comments: Mrs. Curran, Miss Davies, Mrs. Howard, Mrs. Langston and Miss Eagan.

Each unit head was asked to examine Sanders: Making good committees better which is based on one of our community relations circulars.

Miss Rogers is trying to get the program for the National Association of State Libraries arranged so that they can come to Springfield on Friday instead of on Saturday.

Mrs. Curran announced that the staff manuals are ready. We have had eleven requests to borrow this already. Each member of the staff is to read and sign the staff manual, with date. The manual for us will be in my office. 1 copy of the manual will be at A.L.A. headquarters, 1 at the University of Illinois Library School if they want it and 3 sets of the 6 volumes each will be available for loan like ordinary books. Our own office copy is not to be loaned, and copies are not to be given away.

Miss Herman hopes to be back at work by the 12th of March.

Miss Wickre of the Reference staff has taken a leave of absence for six months on account of her health.

The regional meetings plans are coming along well. The nearest one will be at Lexington, near Bloomington. That town will get its first library tax money as a district library this summer. Since they have an endowed building they had to set up a separate board for the building so the regular board would receive tax money.

The Columbia district library has been formally launched. The Mayor presented the first book, a Bible, at special ceremonies

held on Washington's birthday.

The regional meetings will have fewer speeches, more "buzz" sessions. To date no one on the State Library staff has asked to go to any regional meetings. Miss Rogers hopes that not only unit heads but staff members will go. The meetings will be held in April and the list is posted on the staff bulletin board in the Centennial Building (just inside stacks behind loan desk.)

Mrs. Arzinger has returned to work. She is out now helping to plan regional meetings and making visits.

Miss Ringering reported that the Banville bookmobile went into operation February 25. It is working with the public schools and making four stops at present. Girls on the regular library staff will operate and drive it.

1000 books have been loaned to Dwight reformatory for women. Previously there was only one library, in the recreation building, and the rules for drawing books were so complicated as to make it improbable that any inmates would make use of the library. Now there is to be a library in each cottage. This new system is to be written up for Illinois Libraries.

There is to be a new college and university libraries column in Illinois Libraries. This will list collections of books in foreign libraries, to facilitate interlibrary loans on behalf of displaced persons. Miss Rogers asked the State Library Advisory Board about purchase of books for this purpose but the board said No. They felt displaced persons should be encouraged to learn English; popular foreign books are hard to get, usually in paper covers and of a quality of paper which does not lend itself to binding.

Progress is reported in moving. As the Archives staff probably knows, the surveyors who went through the building said the Archives Building has a lot of space which should be made available for storage purposes and the Secretary was inclined to put automobile files in our archives vaults. I protested violently saying that there is no way to shut off that part of the building and that we simply could not have Tom Dick and Harry wandering around amongst the records entrusted to our care. We finally compromised by agreeing to the library bringing in some of their inactive books, chiefly exchanges of publications from other states. Miss Bailey is consolidating all her Illinois documents on levels 8 and 9, these new books will be on 10. Miss Bailey will service the reference requests for these also.

Miss Santarelli then gave a talk on the inventory which she keeps on behalf of the State Library for the Auditor of Public Accounts. A perpetual inventory is kept but the work is concentrated in July and August with an annual inventory report filed in September. Every month a report is given. Miss Santarelli and Miss Bowles form our board on disposal of property, and everything has to be accounted for. Everything except books and pictures has an inventory number, with 3 cards on each item, arranged by number, by classification and by location. A physical check is made each year. ~~Auditors take spot checks at irregular intervals - one was around~~ our building yesterday. Because this inventory is required to be checkable at all times, it is very important that no furniture and especially typewriters be moved from one room to another (in

the case of typewriters, from one desk to another) without notifying Miss Santarelli. She is going to make a recheck on the second floor of the archives after we get through with the painting.

No inventory of our book collections has been made for 50 years. It is probable that such an inventory will be ordered, which Miss Rogers thinks would be a good thing as it would show not only what could be eliminated but also give us a chance to withdraw books missing for some time. At present our accession records serve for inventory purposes.

Transfers between departments have to be accounted for also. Recently Miss Rogers made an exchange for some D.C. fans which the Printing Department left behind when they moved from the Centennial Building. We got some files from the Service Recognition Board several months ago.

There was only one other thing discussed at the staff meeting two weeks ago of particular interest to us here in the Archives. Miss Rogers wants the phone answered: State Library: Archives Department and wants everyone who answers the phone to act and sound alert and interested.

Please read, sign and pass on to some other member of the staff, when the last has ~~XXXXXX~~ seen it, to return it to Miss Winterbauer for signing.

STATE LIBRARY STAFF MEETING
March 20, 1951

There will be a movie entitled "Inside the Library of Congress" shown in the Centennial Auditorium April 3 at 9:30 and repeated at 10:00 A.M. Miss Rogers wants all staff members to see this.

Regional library meetings. 23 have signed to go.

Miss Rogers wishes to thank all those who helped with Miss Skogh's tea. She said Miss Lillie reported that Miss Skogh was tired the next day but showed no other after affects.

Those wishing to attend A.L.A. or N.A.S.L. should make their hotel reservations at once. The Drake Hotel will be headquarters for N.A.S.L. so the State Library staff should go there. Miss Dieckhaus has reservation blanks. Major Lohr, State defence head has declined an invitation to talk at the N.A.S.L. banquet but an effort is being made to get Lieut. Gallagher of St. Louis to speak on control of subversive elements.

Attention is called to "Sort" the A.L.A. headquarters staff bulletin.

Birmingham Public Library headed by the former Emily Miller (of A.L.A. staff, I forget her present name), has copied Mr. Myers' Bulletin entitled Books on Business, Science and Technology and is issuing a similar bulletin with the same format.

Mrs. Moore, retired State Librarian of Tennessee writes that the Tennessee State Library has just been separated from the Education Department and will be under its own board under the Governor. The contract for the new building has been let.

"Education Progress in Chicago Public Schools", a bulletin, often has articles about libraries.

The Connison Association is issuing a phonograph album of transcriptions of radio speeches of 1950 at \$20.00. The staff thought we should purchase this.

The Catholic Library Association will meet in Chicago at the Hotel Sherman March 26-30.

The Illinois Association of School Librarians will be meeting April 13-15 at Allerton Place. Nora Euest, national consultant on library services will speak on Friday night. Members of the State Library staff interested in attending should contact Miss Dieckhaus.

Attention was called to Miss Norton's report on the International Congress of Archivists which appears in the May issue of Illinois Libraries.

Mrs. Curran, chairman of the staff committee on the review of the I.L.A. Board of Education Report reported on recommendations supplemental to that report:

1. All instructors in library school should be required to have one year of practical library experience in addition to their formal academic training.

2. Instructors in library schools should be required to return to the practical library field every few years.
3. They should be required to present credits for 4 semester hours in teaching methods, (i.e., as their own qualifications)
4. They should be required to have taken general courses in psychology.
5. Each should have done sufficient work on the subject to be considered an authority in the field in which they are teaching.
6. Summer term instructors should be people in the field who can give practical experience.
There was some staff discussion on that point, some feeling that the average summer school teacher does not have sufficient teaching technique.

The civil service examinations for library (including archives jobs) have been postponed until fall. The new classification titles can not be used until after July 1. Higher bracket examinations will be oral. Miss Rogers asked out opinion about the best time to hold these examinations and the recommendation was for July or September.

In the March issue of Illinois Libraries (p.146) there is a blind ad for a library assistant. This specifies that no one over 40 should apply. Miss Rogers explained that this is not for an Illinois State Library job - we have no age limits other than that for retirement - but is for a job at Macomb State Teachers' College. There are two vacancies there: audio-visual with some general circulation work, the other, technical processes.

Mrs. Ennis' exhibit, scheduled for this week, has been postponed due to the death of her mother last week. Another old relative has died this week, so she will not get back until next Monday.

The Easter exhibit will go up next, then the one on Books as a Mail Order Business (Mrs. Howard and Mr. Pierce.)

Miss Rogers' mother is not well today so Miss Rogers closed the meeting rather early as she was anxious to get home.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for March 1951

Accessions:

The Index Department transferred 12 title paper records relating to recent purchases of land by the State for Southern Illinois University and Dixon Springs State Park.

The Illinois Legislative Council transferred its research data on a recent study relating to city courts and police magistrates.

The Engrossing and Enrolling Clerk of the Secretary of the Senate transferred 796 documents for the 1949 regular and 1950 special sessions. We now have most, but apparently not all, of the Senate records for these two sessions.

The Agriculture Department transferred the Agricultural Statistics for the year 1947.

Departmental Vaults.

A report on apparently empty files in the Departmental Vaults was made for Mr. Vicars, chief clerk of the Secretary of State's office, at his request.

Vault space has been reassigned by Mr. Vicars as follows:

Level 12 F, Bays 4-5. To Operators' License and Safety Responsibility Divisions of the Automobile Department for microfilming their records.

Level 10 North Bays 12-13, 16-17 and perhaps Bay 2, to Teachers' Retirement System for current records. Bay 13 is at present occupied by the Liquor Revenue Division of the Department of Revenue. When asked by Mr. Vicars if they would be willing to exchange Bay 13 for Bay 2 (formerly Farmers' Institute), Miss Hanselman said she thought probably the material there could be destroyed under their present disposals law. These bays were formerly assigned to the Department of Finance but never used. The Department released this space at Mr. Vicars' request.

The equipment from these bays on level 10 is being transferred to Level 1, Archives vaults. Mr. Vicars said that any department included in the appropriation for equipping departmental vaults may have any of this equipment transferred to its vault on request. The Civil Service Commission has been trying to buy some shelving for some time, so I have offered them part of the 6 shelf cabinets from these bays. They have not yet inspected this but I expect them to want it. All bracket shelves were removed to the Finance Department's remaining bays at their request.

Departments transferring records to their vaults this month were: Civil Service Commission, Illinois Commerce Commission, Adjutant General and Mines and Minerals Department.

The Attorney General refused Mr. Viscars' request to relinquish Vault 8 East, never equipped. I do not think he has records of permanent value, but I have not been consulted formally about transfers as yet.

Staff Work.

I have done preliminary indexing (but not checking) on seven or eight counties of the 1830 federal census, including the largest county, Gallatin. Miss Winterbauer is working on the listing of ages, etc. on each card. Next month we hope to have some statistics on our work. As usually happens when I start a project like that, my administrative work has taken me hither and yon and I haven't much to show in the way of accomplishments. Two of the four rolls for the 1830 film have been enlarged.

Mr. Cassady has been fully occupied with reference work this last month, though he has found time to help Mr. Rountree with the filing of Corporation reports. A separate report on reference work follows the general report on staff activities.

Mrs. McFadden has spent much time on the Senate records for the 66th General Assembly. She had filed away all those which had come over previously. This new accession reported upon above required considerable shifting with which Mr. Rountree assisted. Mrs. McFadden also indexed 366 names in the 1850 federal census for Cass County and filed some Corporation index cards.

Mr. Rountree has filed part way thru letter "T" for 1947 and 1948 reports, and all 10's reports for the two years are filed thru "Z", leaving only 1948 A-N and 1950 "not for profits" and T-Z for 1947 and 1948 to be filed. Mr. Rountree has also taken the desk a few times, made some reference searches, checked in and shifted records, made exhibit signs (for Centennial Building exhibits), etc.

Mrs. Hobson has been filing census cards (preliminary to insertion in main file), and has been stapling reports ahead of Mr. Rountree.

Miss Scheffler has finished filing into the main name index, all census index ready to date, making cross references as needed. She has checked in new books received for the Reference Library and filed the cards for same. She reports "72 cards typed and 3 shelf cards typed" but as we don't have a card shelf list for archival material I do not understand what she means.

Archives Building.

The second floor of the Archives Building has been redecorated. Most of the month we have been moved about, which somewhat accounts for less specific statistics than usual. I worked on census records downstairs during the time my offices were being worked on. The rest of the staff were removed to the second floor lobby which they found more comfortable than expected - in fact, I think they found the light and air better than in the old office.

Rearrangements of space permits me to use the "archivist's workroom" for just that, and the corner office as a reception room. All staff except Mr. Cassady, Mrs. McFadden and Mr. Rountree are now housed in the "Secretary's Room." Supplies will be kept in the cupboard in the reception room, and the materials formerly kept in those cupboards transferred to the supply closet off the archivist's toilet. Staff now use the east entrance to the Special Vault instead of that thru the toilet. New shelves to be erected in the archivist's workroom will house the laws and office records, relieving overcrowded conditions in the bookshelves in the corner office.

The color schemes are: conference room: white ceiling with one flamingo trim line; archivist's workroom: doors and panelled dado forest green with white trim, upper walls light green; white ceiling with dark green stripe in cornice; archivist's office: white woodwork, upper walls and doors dark grayish blue with white trim, inside bookcases and one trim strip in ceiling flamingo, new draperies; outer office bluish green doors and dado with white trim, upper walls same light green as in archivist's workroom; lobby white ceiling, woodwork forest green with white trim, forest green panel in cornice. A new red lamp has been added in the archivist's workroom. The stairway leading from the secretary's room to the Harlow Room has been painted a light green. The stairway to the Conference Room and the Harlow Room are still unfinished.

The picture of the State seal, painted on glass, which formerly was a part of the ceiling of the House of Representatives in Washington has been mounted and hung in the second floor lobby.

Archives Reference.

This month we had inquiries from 22 states and the District of Columbia - Alabama, Arkansas, California (8), Colorado (3), Delaware, District of Columbia (5), Indiana (2), Iowa (5), Kansas (2), Louisiana, Michigan, Minnesota (3), Missouri (3), Nebraska (4), New York (6), Ohio, Oregon (2), Pennsylvania (3), South Dakota, Virginia, South Dakota, Washington (2) and Wisconsin. Only 9 Illinois cities and towns were represented: Chicago (4), Joliet, Ladd, Litchfield (4 - the high school), Peoria (2), Quincy, Rock Island, Springfield (1 - outside correspondence with other state departments), and Urbana.

Most of our correspondence has to do with the Adjutant General's records recently acquired, and genealogy. While we count those inquiries as genealogical, they are not all for that purpose - the Spanish American war inquiries often relating to pension claims, while some of the civil war inquiries are from secretaries of GAR headquarters in other states completing their records or from graves registration officers of other states.

30 names were searched in the civil war records to answer 26 letters (perhaps some of these were telephone calls from the Adjutant General's office); and 5 names of Spanish American war veterans to answer 6 letters (a repeat search here).

For correspondence we searched for:
1 name, 1820 federal census - 1 county
1 name, 1830 federal census - 1 county
3 names, 1840 federal census - 3 counties
16 names, 1850 federal census - 13 counties
2 names, 1855 state census - 2 counties
2 names, 1865 state census - 2 counties
1 name each, 1870 and 1880 federal agricultural census - 1 county

Mrs. McFadden reports that the reading machines were in use by patrons for two and one half days: Coles, Lawrence, Morgan, Fulton, Hardin and Champaign counties for 1850 federal census.

Mr. Cawendy reported one man made use of the entire 1855 and 1865 state censuses.

The above report indicates how important it is to get our census records indexed as rapidly as possible. Personally I do not like genealogists and think they waste much time that might be spent for something constructive. However, our patrons express much gratitude for the work we do for them and frequently comment on how much more gracious treatment they receive here than elsewhere. Since the federal government won't ("cannot") give service on the census records, we are trying to do what we can here.

The recent ruling that all real estate operated by the various State Departments must be described in detail in the inventories filed with the Auditor is beginning to bring more departments in to study the land title records. A clerk from the Adjutant General's office has spent days here working on his records. Mr. Butler says he hopes this will also bring more dead records into the files as forgotten records turn up as the various Departments have to account for State property.

Staff Notes. Mr. East moved into his newly purchased home at 718 South English St. this month.

Respectfully submitted,

Report of the Field Visitor for Archives, March, 1951

The field visitor continued the preparation of a bibliography and analysis of Illinois laws relating to county government.

He did research on Hall and Leland families of Peoria County for an out of State inquirer.

He obtained from Mr. Morris of the Illinois County Officials Association an invitation to attend the annual meeting of the Association at the Sherman Hotel in Chicago on April 26, 27, 28.

Ernest E. East

March 1, 1951

Mr. William Vioars
Chief Clerk
Secretary of State's Office
Springfield, Illinois

Dear Mr. Vioars:

A report on a survey of apparently unoccupied filing equipment in the various Departmental Vaults made by me personally, on your instructions, is enclosed.

In making this survey I had no access to the inside of the bays assigned to the various Departments in these vaults. My report is limited, therefore, to the number of filing cabinets and drawers which, looking in from the corridors outside these vaults, seem to have no labels. Such a picture is not reliable because the making of filing cabinet labels for their records in these bays is the responsibility of the Departments involved. In several instances, notably the bay used by the Department of Mines and Minerals for filing its mine maps, there appear to be no labels, yet I know records have been taken to that vault. In one bay where some rather decrepit transfer cases are used, some of the drawers of which do not close tightly, I noticed several drawers without labels which obviously were filled, while several other drawers having labels were apparently empty.

Certain bays, notably in Vault 10 North and all of 8 East, which have been assigned to departments, have been, for one reason or another, left unoccupied. With the exception of those bays, the shelves and file drawers found unlabelled are for the most part scattered through the bays in places to permit planned expansion in various categories of records to which additions are transferred by these departments at regular intervals. In very few cases do I see space for more than one year's expansion. One presently unoccupied bay assigned to the Commerce Commission was commented upon by the Department of Finance's surveyor as an example of unused space which might be assigned to some other department. As a matter of fact, one half of the bay has just been equipped by the Commission with new files, installation of which was completed within the last month. The rest of the space in this bay, noted as unoccupied, was painfully achieved by jamming other file drawers too tight for efficient access. This bay will barely hold the Commission's case records up to twenty-five years ago. One additional vault in addition to the present allotment of 4 bays will have to be assigned before the Commission can bring over more recent case files.

None of the equipment in the Departmental Vaults was purchased under the original appropriation for the Archives Building. At the 1939 session of the General Assembly the various State departments secured an appropriation for equipping the Departmental Vault section of the building, agreeing to pool their funds to secure minimum prices, making purchases through the Department of Public Works and Buildings to which the appropriation was made. Each department thereupon surveyed its records and requisitioned the types and amounts of equipment it needed for its own allotted space. In the interests of what proved to be false economy, the then Governor issued a directive authorizing expenditure of only half the total sum appropriated, and no department was allowed to purchase any greater amount of equipment than that necessary to house records authorized for immediate transfer. This equipment so ordered has been considered the property and responsibility of the respective State departments, though they have agreed to our regulations that this equipment should not be removed from the building without first conferring with the State Library.

All equipment purchased after these original transfers into the files described above, has been purchased and paid for directly by the specific Departments involved. The variety of equipment installed, some of which does not utilize the space efficiently, is one proof of the departmental ownership of the same.

As a condition of assignment of space within Departmental Vaults in the Archives Building the Departments agreed to abide by regulations intended to control fire and moral hazards and that only permanent records authorized for transfer by the Archives Department of the State Library should be housed in those vaults. If the Governor sees fit to reallocate space and equipment within the six vaults allocated to him by the Secretary of State, that would seem to be proper. Aside from the enforcement of those necessary precautions spoken of above, it would seem, however, improper for either the Secretary of State or the Governor to intervene to any greater extent in the matter of utilization of space in Departmental Vaults allocated to other State officials than they would if the equipment involved were in the headquarters of such officers.

Furthermore, it would be unfortunate if Illinois were to follow blindly the recommendations of the Records Task Force of the Hoover Commission on Reorganization of the Federal Government. Both archivists and records management experts who have carefully studied the report violently attacked it as being based on the false premise that space considerations rather than objectives of records were the essential basis for the recommendations. As the result of these criticisms the Congress last August passed an act requiring that every federal department must maintain a records management division. The duties of the records management officer are to determine what records are essential to efficient administration, and how those records shall be created in a manner that will ensure that essential information shall be preserved in as compact form as possible and kept for so long and no longer as that information has continuing value for

administrative, legal and research purposes.

Under the old haphazard method of creating records little thought is given to the automatic segregation of ephemeral from permanent materials, which means that much space is wasted because no one competent to do so can or will weed the files. The problem of what to do with accumulations of past records can be left to recommendations by the State Records Commission and the State Archives. The prevention of piling up of accumulations of records of borderline utility in the future calls for office management studies. Proper creation of future records under a sound records program will go far towards elimination of recurring space problems and add to the efficiency of each department.

Enclosed is a leaflet on this subject issued by the New York State Education Department which has just come to my desk.

Respectfully submitted,

Archivist

STATE ARCHIVES BUILDING
DEPARTMENTAL VAULTS

Unused Equipment

- Level 7 West. STATE TREASURER
Capacity: 196 legal size 6 drawer cabinets
In estimating space in the State Archives Building we reckon 2 legal size cabinets between column uprights. Thus, as in the case of this vault, there are seven bays in each of which 28 filing cabinets could be placed.
- Bay 1. Can see no vacant equipment from corridor
- Bay 2. 1 shelf 15" deep
3 base shelves 15" deep
Records on floor in Bay 3 to fill that space
- Bay 3. No unused equipment
- Bay 4. 9 legal size drawers - scattered locations
- Bay 5. 8 shallow drawers in 2 special cabinets
- Bay 6. 21 legal size drawers - scattered locations
- Bay 7. 8 card drawers
Records on floor
- Level 7 North. AUDITOR OF PUBLIC ACCOUNTS
Capacity: 144 legal size cabinets
- Bay 8. 2 shelves in a roller shelf cabinet
Bays 9-10. Books on floor
Bay 13. 7 shelves in a special case
- Level 8 West. SUPERINTENDENT OF PUBLIC INSTRUCTION
Capacity: 196 legal size cabinets
- Bay 1. 3 -14 shelf sliding shelf units
13 shelves for same
Records on floor in process of transfer
Cannot see all of bay from corridor
- Bay 2. TEACHERS' EXAMINING BOARD
8 correspondence size 6 drawer cabinets
8 correspondence size drawers, scattered locations
Records on floor - transfers in progress
- Bay 3. TEACHERS' RETIREMENT BOARD
15 correspondence size 6 drawer cabinets
14 correspondence drawers
12 cartons of records in process of transfer on floor
- N.E. It would not be practicable to combine the contents of Bays 2, 3 and 7, even though none is full, because the records belong to separate divisions which should not have access to each other's records

Level 8 West (Cont.)

Bay 4. GENERAL OFFICE

3 correspondence size 6 drawer cabinets
7 scattered correspondence drawers
12 cartons on floor in process of transfer

Bay 5. GENERAL OFFICE

22 correspondence size 6 drawer files
6 scattered correspondence size drawers

Bay 6.

23 legal size 6 drawer files

Bay 7. VOCATIONAL EDUCATION COMMISSION

3 -12" shelves
Several volumes and a number of cartons on floor
Cannot see all of bay from corridor

Level 8 East. ATTORNEY GENERAL

Capacity: 196 legal size cabinets
Unequipped. No records
Attorney General mentioned filing "Opinion Correspondence" here. I would question the value of retention of that file since the opinions have been published. If originals are microfilmed I should think the original records could be destroyed. I question whether these records need to be retained in any form. If such borderline records are allowed to be transferred to the Archives Building -space therein being too expensive in relation to the value of such records - the Archives Building would quickly fill as a storage warehouse from which records of enduring value would be excluded because space intended for such records would be filled with trivia. This selectivity of records authorized for transfer is something the Archives Department has been using as a means of bringing pressure on State officials to set up workable records management programs.

Level 8.North. SUPREME COURT

Capacity: 160 legal size cabinets
No vacant file drawers
6 bays with a capacity of 12 files each and 1 bay with a capacity of 6 files not yet equipped. Records to fill these bays are ready to be transferred as soon as equipment is available.

The equipment supplied by the Supreme Court is of good quality but wasteful of space - some are 5 drawer files, while the 6 drawer files are wider than standard resulting in the loss of space for 2 cabinets (out of capacity of 14) in each bay.

Level 9 East

Bay 1. VOCATIONAL REHABILITATION COMMISSION

Capacity: 29 legal size cabinets
2 decrepit 5 drawer file cabinets
2 correspondence size 6 drawer cabinets
Cannot see rest of bay from corridor

Level 9 East (Cont.)

Bay 2. DEPARTMENT OF PUBLIC WELFARE

Capacity: 28 legal size cabinets
8 correspondence size 6 drawer cabinets
2 special cabinets 5 shelves high, shelves approximately 18" x 15"
5 shelves in 2 special cabinets like above

Bays 3-7. DEPARTMENT OF REGISTRATION AND EDUCATION

Capacity: 141 legal size drawers
3 empty legal size drawers
This department is microfilming its professional license records for office use. Because of the importance of the material, the original records are being transferred to the Archives as fast as each section is microfilmed. Space released in this Departmental Vault will be filled with other records now in the main office of the department in Capitol.

Level 9 North

Bay 1. HISTORICAL LIBRARY

Capacity. 12 legal size cabinets
3 correspondence size 6 drawer files
2-14 shelf sliding shelf cabinets

Bay 2. GOVERNOR'S OFFICE

Capacity. 12 legal size cabinets
4 legal size drawer 6 drawer cabinets
Rest of bay not equipped.
No records in bay.

Bays 3-19. DEPARTMENT OF PUBLIC HEALTH. DIVISION OF VITAL STATISTICS

Capacity. 258 legal size cabinets
Equipped with shelves. Occasional partial shelf empty. Books 3 deep on most shelves.
Records of births and deaths to 1940 in this vault; records of delayed birth certificates 1916-- and birth and death certificates 1940 to date in a non-fireproof storeroom in Centennial basement and in the division's office. Indexes to these records are in a public corridor in the Centennial Building.
This division has a project to microfilm these records for office use, planning to transfer the original records to the Archives. Technical difficulties seem to have delayed this work. These records would require about two floors of space in the Archival vaults.
Three clerks are kept in the departmental vault to service these records.

Level 9 West. DEPARTMENT OF INSURANCE

Capacity: 198 legal size cabinets

Bay 1. 4 -12" shelves, scattered locations
2 -12" base shelves
Cannot see rest of bay from corridor

Level 9 West (Cont.)

- Bay 2. 4 correspondence size 6 drawer cabinets
4 correspondence size drawers, scattered locations

Bays 3-4. Filled to capacity

- Bay 5. 1 legal size 6 drawer cabinet in middle
4 legal size drawers in middle

- Bay 6. 21 legal size 6 drawer files
14 legal size drawers, scattered locations

Bay 7. Cannot see into this bay

This department has a records disposal act under which its obsolete records can be destroyed at appropriate intervals. The principal records kept in this vault is the "Official File" corresponding to the charter file in the Corporation Department.

Level 10 North

Bay 1. DEPARTMENT OF LABOR

Capacity: 12 legal size cabinets
12 6-drawer legal size cabinets
No records in this bay

Bay 2. FARMERS' INSTITUTE

Capacity: 12 legal size cabinets
12 legal size 6 drawer cabinets.
No records in this bay. Department transferred to University of Illinois

Bays 3-4. DEPARTMENT OF AGRICULTURE

Bay 3. RURAL ELECTRIFICATION COMMISSION

Capacity: 16 legal size cabinets
9 correspondence size 6 drawer cabinets
12 map drawers - 5 drawer units
This Commission no longer in existence.
Should records be transferred to Archives?

Bay 4. GENERAL OFFICE

Capacity: 16 legal size cabinets
5 correspondence size 6 drawer cabinets
1 legal size 6 drawer cabinet
25 legal size drawers, scattered locations

Level 10 North (Cont.)

Bay 5-6. DEPARTMENT OF PUBLIC WORKS. WATERWAYS DIVISION

Capacity. 32 legal size cabinets

Bay 5. 2 legal size 6 drawer file

2 lockers - 3 ft. wide - with shelves? - Occupied?

1 locker - 3 ft. wide, deeper - with shelves? - Occupied?

6 legal size 6 drawer cabinets

7 legal size drawers 0 scattered locations

Bay 6

No empty filing cabinets

11 correspondence size drawers - scattered locations

Bay 7-9 DEPARTMENT OF FINANCE

Capacity. 40 legal size cabinets

Bay 7. 18 shelves 15" deep

3 base shelves 15" deep

Bay 8. 48 shelves 15" deep

8 base shelves 15" deep

Bay 9. 12 legal size 6 drawer cabinet

5 legal size drawers in 1 cabinet

2 special shelf cabinets, 5 shelves each 20x15 in.

Bay 10-11 REVENUE DEPARTMENT

Capacity. 32 legal size cabinets

Bay 10. 10 shelves, 15" deep - scattered locations

5 base shelves, 15" deep

Bay 11. 16 correspondence size 6 drawer cabinets

Bay 12. DEPARTMENT OF FINANCE. DIVISION OF PRINTING

Capacity. 16 legal size cabinets

No records

4 special cabinets 5 shelves each about 15"x20"

6 correspondence size 6 drawer cabinets

Bay 13. DEPARTMENT OF REVENUE. DIVISION OF LIQUOR REVENUE

Capacity. 16 legal size cabinets

2 legal size 6 drawer cabinets

6 correspondence size 6 drawer cabinets

1 special cabinet - 5 shelves about 15"x 20"

The records of this department may be destroyed at periodic intervals under the law. The chief of the division at the time these records were transferred to this vault questioned the wisdom of applying this act to what was then a new division. He asked permission to hold these records here until the division had had sufficient experience to know whether it would be wise to destroy the records. These records should now be reviewed.

Bay 14-15 ADJUTANT GENERAL

Capacity. 24 legal size cabinets

Now in process of transferring all National Guard service records. Col. Bruce estimated about 300 drawers to be transferred at this time.

All records of this office prior to 1917 now in process of transfer to the Archives

Level 10 North

Bays 14-17 DEPARTMENT OF REVENUE

Bay 16,

Capacity: 12 legal size cabinets
4 correspondence size 6 drawer cabinets
6 shelves 12" deep
2 base shelves - 12" deep
No records

Bay 17

Capacity: 12 legal size cabinets
9 shelves 12" deep - unassembled
6 legal size 6 drawer cabinets
7 correspondence size 6 drawer cabinets
No records

Bays 18-19. STATE TAX COMMISSION

Bay 18

Capacity. 6 legal size cabinets
1 correspondence size 6 drawer cabinets
3 correspondence size drawers - scattered locations

Bay 19

Capacity. 12 legal size cabinets
1 correspondence size 6 drawer cabinet
3 correspondence size drawers - scattered

No transfers have been made by the Property Tax Division of the Department of Revenue which succeeded to the duties of the Commission. These records might be considered for transfer to the Archives

Level 10 West

Bays 1-4. ILLINOIS COMMERCE COMMISSION

Bay 1

Capacity. 29 legal size cabinets
All equipment in sight filled

Bay 2

Capacity. 28 legal size cabinets
14 legal size 6 drawer cabinets

Bay 3

Capacity. 28 legal size cabinets
3 legal size drawers - scattered location

Bay 4

Capacity. 28 legal size cabinets
10 legal size 6 drawer cabinets
Commission in process of shifting records and transferring more records which will fill bays to capacity

Bays 5-7 CIVIL SERVICE COMMISSION

Capacity. 85 legal size cabinets

Bay 5

No empty space

Bay 6

41 correspondence size drawers - scattered location

Bay 7

3 correspondence size drawers

Commission keeps its Proceedings and records of civil service employees on inactive list in this vault. A dozen or so drawers were in Archives fumigator at time survey was made. Needs 5-7 shelves for Examination records authorized for transfer

Level 10 East

Bay 1 LIQUOR CONTROL COMMISSION

Capacity. 29 legal size cabinets
14 shelves - 12" deep
2 base shelves - 12" deep
Cannot see rest of bay from corridor

Bays 2-4 DEPARTMENT OF PUBLIC WORKS AND BUILDINGS

Bay 2 Capacity. 28 legal size cabinets
11 legal size 6 drawer files
15 legal size drawers in cabinets
Bay 3. GENERAL OFFICE OF DEPARTMENT
Capacity. 28 legal size cabinets
About 35 correspondence size drawers - scattered locations
Bay 4. DIVISION OF PARKS AND MEMORIALS
Capacity. 28 legal size cabinets
13 correspondence size 6 drawer cabinets
14 legal size 6 drawer cabinets
1 - 3 ft wide extra deep locker cabinet
Believe there are filled drawers which lack labels
because of number of transfers authorized

Bay 5. DEPARTMENT OF MINES AND MINERALS

Capacity: 28 legal size cabinets
3 legal size 6 drawer cabinets
11 legal size file drawers - scattered
2 special card files about 16"x24" - 1 drawer only
with a label
5 special map files each of 4 sections having 5 drawers each
Cannot see any labels - However, just before I left last
summer the Assistant Director, Mr. Johnson, secured a
renewal of an earlier authorization to bring in the mine
maps, then stored in a non-fireproof warehouse near where
the Wabash railroad crosses 6th St. Because mine maps
records are vital in case of mine disasters, those records
should be transferred if they are not already in this bay.
Since there is a label for a card index it is likely that
the map files are actually occupied but lack labels.

Bay 6-7. DEPARTMENT OF PUBLIC WORKS AND BUILDINGS. DIVISION OF
ARCHITECTURE AND ENGINEERING

Capacity: 57 legal size cabinets
Bay 6. 2 correspondence size drawers, scattered location
Bay 7. Cannot see into bay from corridor. Nothing that
is visible is empty
Principal authorizations are for original copy of speci-
fications and original copy of plans for State buildings
and other work of Department

Level 11, SECRETARY OF STATE. AUTOMOBILE DEPARTMENT. OPERATORS'
LICENSE DIVISION

Capacity:
11 West. 197 legal size cabinets
11 North. 216 legal size cabinets
11 East 197 legal size cabinets
Now used as office and file room

Level 12 North

Bay 1-2 STATE LIBRARY

Capacity. 12 legal size cabinets

Bay 1

11 legal size drawers, scattered locations

Bay 2

1 legal size 6 drawer cabinet

1 special legal size 6 drawer cabinet

12 legal size drawers, scattered locations

4 special legal size drawers, in 1 cabinet

Bays 3-8. SECRETARY OF STATE CORPORATION DEPT.

Capacity. 98 legal size cabinets

Bay 5

4 transfer correspondence size drawers

Bay 6

45 transfer correspondence size drawers

These bays at present equipped with sub-standard transfer files. This is correspondence of Secretary of State's office, chiefly of Corporation Department. This Department has recently transferred several years of correspondence to the Archives.

Bays 9-12, 16-19. SECRETARY OF STATE. EXECUTIVE DEPARTMENT

Capacity. 112 legal size cabinets

Bays 1-11 unequipped. Some records on floor

Bay 12. 3 legal size 6 drawer cabinets

5 legal size drawers - scattered

Executive records filed with Secretary of State by Governor

Bays 16-19

No empty drawers

Used for pardon records filed with Secretary of State by Division of Correction

Bay 13. COURT OF CLAIMS

Capacity. 16 legal size cabinets

4 legal size 6 drawer files

6 legal size drawers, scattered locations

Bays 14-15. SECRETARY OF STATE. "FRONT OFFICE"

Capacity. 24 legal size cabinets

Bay 14. 2 special sliding shelf units, 14 shelves each

1 decrepit 5 drawer correspondence file

10 correspondence size transfer drawers

Bay 15. 41 double card drawers

Bound records on top cabinets

Level 12 East

Bay 1-3. SECRETARY OF STATE. SAFETY RESPONSIBILITY DIVISION

Capacity. 65 legal size cabinets

Bay 3. 4 -13 drawer correspondence size drawers

3 correspondence size drawers

Equipment in this bay recently purchased

Level 12 East (Cont.)

Mr. Donne tells me that he is contemplating reducing the bulk of these records by microfilming and securing legislative authority to destroy the originals. This would seem a proper disposal.

Bays 4-5. Unassigned.

Capacity: 56 legal size cabinets

Unequipped.

This is the only unassigned space left in the Departmental vaults.

Bays 6-7. SECRETARY OF STATE. SECURITY DEPARTMENT

Capacity: 57 legal size cabinets

Bay 6. 6 legal size 6 drawer cabinets

24 legal size drawers, scattered locations

Bay 7. 7 4 x 6 card drawers

Cannot see rest of bay from corridor

Level 12 West

Bay 1. SECRETARY OF STATE. INDEX AND SHIPPING DEPARTMENTS

Capacity: 29 legal size cabinets

7 correspondence transfer drawers

Cannot see into rest of bay from corridor

Not completely equipped

Records stacked on floor

The records in this vault are the poll books which the Secretary of State is required to keep for two years, but these must be safe from tampering

Bays 2-7. AUDITOR OF PUBLIC ACCOUNTS

Capacity: 169 legal size cabinets

Bay 6. 12 shelves 12" deep

9 shelves 12" deep

Some sliding shelves in corridor of vault—no cabinet for same seen

Rest of bays filled with warrants which will be microfilmed for office use and originals destroyed. This project will take several years as the preliminary filing is taking longer than anticipated

ARCHIVES ACCESSIONS
March 1951

Secretary of State

Index Dept.

Dead records
2 cases

12 documents

Legislative Council

Study relating to city courts and
police magistrates

3

Agriculture Department

Agricultural statistics, 1947

102

General Assembly

Secretary of Senate

Senate bills, 1949)
Senate bills, 1950)

796

913

ARCHIVES REFERENCE
March 1951

Routine Departmental Calls:

Secretary of State	
Corporation Dept.	
Annual reports	129
Index cards	32
Correspondence	2
Executive Dept.	
Official bonds	2
Notary bond	1
Trade Marks	7
Land records	2
Index Dept.	
Deeds to State Property	6
Elections	20
Enrolled Laws	19
Securities Dept.	
Closed cases	3

General Assembly 47

Registration and Education Dept.
Real estate brokers 1

Insurance Dept.
Annual reports 2

273

Historical, Genealogical, etc.

Geneology

In person

Name index (phone calls only)	25
1855 Census (No. counties)	20
1855 Census "	4
1850 Census "	6
Civil War "	3
Spanish American war	2

By mail (No. letters)

Census	24
Civil war	26
Spanish American	6

116

History

In person

Miscellaneous	4
General Assembly	2
Lincoln records	1

By mail 2

9

Archival Technique

By mail 15

Miscellaneous Correspondence 4

Counties 1

By mail 1

20

418

ARCHIVES CATALOG

March 1951

Name Index:

Federal census 1830

Johnson Co.

270 cards

Union Co.

535

Cross references

80

885

Catalog

Analytics for Laws of Illinois Territory, 1809-1818:

ed. by F. S. Philbrick

Cards typed 41

VAULT ADMISSIONS March 1951

Div. Architecture & Engineering	2
Adjutant General	3
Auditor Public Accounts	14
Civil Service Commission	6
Illinois Commerce Commission	17
Department Finance	2
Supt. Public Instruction	3
Liquor Control Commission	1
Department Registration & Education	35
Secretary of State	
Corporation Dept.	1
Executive	23
Index	2
Securities	1
State Treasurer	32
Supreme Court	2
Div. of Waterways	4
	<hr/> 148

PHOTOGRAPHIC LABORATORY
March 1951

Photostats

State Library
 Index Dept.
 Corporation Dept.
 Operators' license

Negatives

33
 3
 197
 1
234

Photographs

Negatives

Prints

5x7 5x10 4x5 2x3

State Library
 Art. Dept.
 Shipping Dept.

23
 3
 14

23 135
 9
 58

Mr. Chamberlain

3

3

Operators' license

4

3

3

3

*State Senators for Pres.

Pro tem Thompson

- not signed for

15
 62

15
 41

205

3

3

REPORT ON STAFF MEETING April 10, 1951

The staff is invited to the wedding reception of Mr. Lawrence (Shipping Dept.) and Mary Catherine Banks, to be held at 927 South Third Street on Saturday April 14. I did not get the time. Any interested can find out from Mr. Pierce, I suppose.

The Decatur Public Library invites the I.S.L. staff to ceremonies celebrating the remodeling of their building. On Thursday Dr. Pratt is speaking on "Our Growing Knowledge of Lincoln", at 8 P.M. On Sunday from 2 to 5 there will be a tea.

Attention was called to the March 15 issue of Library Journal which is the 75th anniversary number, not only of A.L.A. but also of L.J. Miss Rogers would like to have all members of the staff look at this because of the many stories of the early history of the library movement in this country.

Miss Rogers read a note from Ruth Jones Rabel written on the occasion of Miss Skogh's retirement. She has been married 4 years and has a 16 month old girl. Her home is in Cleveland and she writes enthusiastically of her new home.

The Illinois Education Association's "Monthly Study Unit" for March is devoted to the subject: Community Units Built on Public Relations. She wishes all to read this. (At Mrs. Ennis' desk)

The American Association of Law Librarians is proposing to amend its constitution to provide for the election of a president and a president elect each year, instead of election of a vice president who might or might not succeed as president. As The I.S.L. is a member, Miss Rogers asked the opinion of the Unit Heads as to how this institution should vote, and we recommended voting in favor of the amendment.

Miss Rogers, Mr. Belair and Miss Santarelli attended the Catholic Library Association meeting held in Chicago on March 26-30. Mr. Belair, assisted by Miss Santarelli acted as publicity agents for the meeting. Miss Rogers reported on two papers in detail: Mr. Mc Nitt on the Lamont Undergraduate College Library at Harvard and Mr. Powers of University Microfilms, Inc. on Microprint and Microfilms.

La Mont Library is the undergraduate library at Harvard University. Architecturally it has a number of innovations: It is built on a slope with two stories in front and 4 in the rear, on the location which all students pass in entering the Yard. Steps are avoided so far as possible - the front entrance being only 3" up from pavement, ramps and elevators used elsewhere. (I tried to get a street level entrance to the Archives Building, but that had to "match" the other buildings - I said because the old Capitol is an anachronism, all subsequent buildings must be anachronisms also?) There is a visible record of reserve books. All persons entering the reading rooms pass thru the stacks also pass slots for return of books on their way out. There are two types of lounge chairs, built to masculine proportions. Coat racks are provided in the reading room area. You can sit at a table to read or in a lounge chair. The different areas in the large reading rooms are divided by glass screens which can be moved to screen off as large or as small a portion of

the room as is wanted. The general effect is of light and openness. Most of the furniture is blond modern. Four things were given especial attention in planning the building: good ventilation, good light, quiet and easy access.

Mr. Powers talked in microreproduction. He does not think microcards practicable (i.e., 100 or more pages of books printed on one card) because of the cost and liability of the cards getting misfiled. Microfilming costs can be kept as low as 1 cent per page. The University of Michigan Library made a survey of use made of medical material and found that all back of 1930 is outdated and seldom used. It is microfilming all material more than 2-5 years old and throwing out the original volumes. Storage space is calculated as follows: 8 vol. of periodicals take 1 square foot of storage, 1 volume of newspapers 1 cu. foot, costing \$1.50 per square foot. 30 years of bound newspapers take 10,000 square feet of storage, microfilms would cost \$7,000 and file in 1 cubic foot (I question whether I heard that figure correctly - it would take more than that). 20 years of storage for periodicals, 22000 square feet, 42 of microfilm. They count 1 reading machine for 100 research readers, for government materials, 50 readers per machine.

One of the staff in making suggestions as to ways in which the State library could help local libraries suggested that the I.S.L. should secure copies of all the publications issued by I.L.A. and I.L.A. sections and committees. As much of this material is mimeographed in a form not likely to be returned by borrowers, Miss Rogers raised the question as to what we should do about this. Miss Wright felt that I.S.L. should have copies of all professional literature, others thought the cost of \$500 per year too high for the use to which these publications would be put. Miss Rogers suggested that members of these sections who receive such literature might donate it to the Library when they have read it.

Miss Rogers wants a report to her as soon as all staff members have read and signed it. Ours has been signed by all but two of the Laboratory and myself. It will come to those two shortly. Each member of the staff will be held responsible for knowing and acting on the contents of the manual.

Miss Rogers has started a collection of souvenir spoons having engravings on the bowl of Illinois libraries. If anyone sees one in an antique shop or elsewhere, please get it and she will reimburse you.

The regional meetings have been well attended so far. There were 100 present at Granite City and 60 at Mc Leansboro. April 11 the meeting is being held at Paris.

Mrs. Arzinger reported on the rural life meeting to be held at Allerton Place June 29-30.

Mr. Pierce's suggestion that pictures as to how to repack phonograph records by borrowers might cut down on breakage has been adopted. Photographs showing how to do it are pasted in the cover of each shipping box.

Miss Daviess reported that Mrs. Glaize who recently broke her leg is now back at work.

The gift for Miss Donwalt who is about to fly to Panama (?) to be married, is to be presented on Friday afternoon.

Mr. Meyers reported on the 4th annual conference on Industrial Safety. Most of the conference was taken up with talks on defense problems and a question box.

Miss Dieckhaus asked that she be notified of any change involving the payroll at once. Staff members taking jobs outside of hours must secure permission from Miss Rogers to do so, since these cut down on the efficiency of the person carrying the extra load. Recently a staff member who reported sick for a week was discovered to be working at Allis Chalmers. Because there have been so many people leaving their jobs without due notice the payroll time has been moved up so that the payrolls are not made up until after the service has been rendered. Also, when a staff member resigns, he should, in applying to the Employees' Pension Fund for reimbursement of contributions, state the day his resignation takes place. Reimbursement will not be made for two or three weeks after he has left, and there is no way this can be speeded up.

The rest of the time was taken up by a talk on the Illinois State Library given by Miss Rogers. This was a repetition of a talk given several weeks ago before the Library School Colloquium at Urbana. We requested her to repeat this talk again for the benefit of the rest of the staff of the State Library and she has promised to do so in the near future.

Margaret C. Norton

EMS
AMP
mm
jcc

ILLINOIS STATE LIBRARY
Staff Meeting
April 24, 1951

Miss Rogers asked for a report on the reading of the staff manual. All must have read and signed it by the end of this week. Whoever has our copy, please read it, sign it, and get it back to me as soon as possible so I can report that we have all read it. All staff members are expected to know and will be accountable for what is in it.

Miss Rogers called attention to a new international library review Libri published by the Swedish National Library. She said Swedish in one place, and in another, that it is published in Denmark). Most of the articles are in English. She particularly called attention to articles on the Farmington Plan (no, I don't know what that is either) and to an article on unit cataloging. Vol. 1 no. 1 has an interesting article on Bibliophiles in ancient Rome which she thinks the librarians should read.

The Schafer report on the reorganization of State government has just come out in printed form - a condensation of the original which was mimeographed. Mention of the State Library is made on p. 49, 109. The statement is made that there is too much duplication of holdings in the State Historical Library and the State Library. They recommend that there be a union catalog of the two libraries. Miss Rogers said that she understood that the idea that there is duplication came from some member of the State Library staff and whoever told the Shafer people anything like that she would like to have come to her and discuss this matter. She says that we do buy some books that they have - usually popular Illinois history and biography that they do not circulate, also county histories and plat books. They also buy specific things, like basic reference books which they need and which are of course in our library. The report on page 109 also recommends that Historical Library should be under the Department of Registration and Education and that there should be a union catalog of the libraries of the museums and natural history and science services both at Urbana and in Springfield.

Miss Rogers and those present discussed some reasons why the idea of a union catalog is impracticable. There is the question of where it would be kept, and the inconvenience to both library reference desks in not having its own catalog close at hand. So long as we are on the same floor, she said, it is easy for the staffs of the two libraries to consult each other's catalogs as needed. They did buy the ~~XXX~~ L.C. catalog together which both use. The practical difficulties of combining the two catalogs which stem from the use of different classification systems in the two libraries would be great. Someone raised the point as to whether the two libraries would always be housed together. Miss Rogers said the Historical Library does not want to come into the new State Library Building. There was some talk, while Mr. Angle was librarian, of the Historical Library taking over the present Supreme Court building when that building is superseded by a new Supreme Court Building, but the latest plan is for the Historical Library to move into the present quarters of the State Library when it moved. (When and if. Ye Editor)

Miss Rogers did not mention this, but the Archives staff will be interested in the recommendations of the Shafer Commission about

the State Records Commission. The Shafer Commission confined its recommendations to independent commissions and institutions and departments under the governor, so the State Library and more specifically the Archives are discussed only incidentally. The Shafer report makes the following recommendations:

"Records Commission

"The membership of the Records Commission should be revised to include the Attorney General and the Director of Finance. ~~Ex officio officers should specifically be~~ authorized to designate representatives to serve in their behalf.

"The statutory requirements for unanimous action by the State Records Commission should not apply in making recommendations to the General Assembly. [I disagree;

"The General Assembly should refuse to enact legislation authorizing destruction of records unless the proposal has been reviewed by the State Records Commission.

"The proviso that the State Records Commission consider only records that are at least six years old should be deleted.

"The act relating to disposal of state records should be amended to include a definition of items which can be disposed of, once their purpose has been served, without treatment as official records and to set forth types of records which may be disposed of on certificate of the Records Commission without special action in each case by the General Assembly."

Mr. Farwell who was with the Shafer Commission informed me yesterday that a bill calling for these amendments will be introduced possibly this week. I told him that we were anxious to have the Commission given permission to authorize destruction without waiting for the next General Assembly - that that wait was what has been discouraging departments from making their requests thru us. He said that since the original report did not make that recommendation, the bill will be introduced as is and we can make the request for an amendment when we attend the hearing.

Miss Rogers said she understood that some of the unit heads have not been holding staff meetings to explain what goes on in staff meetings; that it is impossible to hold a general staff meeting in regular office hours ~~XXXX~~ and without overtime which she does not want to ask us to give. I said I was one who does not hold staff meetings, because we are so spread out here that we cannot all get together at one time or spot. I said that I send around this typed report. Miss Eagan said someone on her staff said, "Does it take you folks 2 hours to say what you tell us in half an hour?" I said you folks say I don't put in all the things we laugh so loudly about at the meetings. I don't mean to hold out on you, but 90% of what we talk about has no bearing whatsoever on archives work. On the other hand, all the staff should know about what is going on in the library so that you won't act dumb when outsiders ask you questions about things. If you want a fuller report on anything, come to me and I'll try to tell you more.

The Special Libraries Association meeting is being held at St. Paul and Miss Bailey and Miss Nichols are going. ✓

The 75th anniversary books on the American heritage have been announced: The Life of Charles Coffin Jewett, by Joseph A. Borome of City College, N.Y. will be out this month. Mr. Jewett was librarian of Boston Public Library for many years, but his special contribution was the development of the Library of Congress card idea while he was at Smithsonian. The second A.L.A. book is coming out in June. It will tell the story of the librarians' conference of 1853.

The American Association of Law Libraries is planning a monthly list of current legal publications which will include not only ordinary statutory publications by Anglo-American legal texts and related non-legal books. This will be issued three times a year and cost \$2.50. It was voted that the State Library should subscribe.

The Bibliographical Center for Research of the Rocky Mountain Region sent a questionnaire asking about the availability of microfilm. Miss Skogh established the policy of refusing to sell a photostat of a printed book, but rather to loan the patron a copy of the page or pages of a book which because of rarity or poor condition could not be sent out. Miss Rogers asked if this policy should be continued. It was decided to get a stamp saying "Photostat in Pamphlet File" which our boys in the Laboratory should stamp on the original when they do the work. A cross reference card will be put in the catalog file. Personally I think the person who send the work over to be photostated should affix that stamp because we would not know whether this stamp would be mutilating a valuable book. However, that point will be taken up with Miss Rogers when the stamp comes over.

A bulletin from A.L.A. says that the NBC "Carnival of Books" broadcast which has been originating in WMAQ Saturday mornings (children's books) with Miss Harshaw conducting, is being put on the full network at 11:45 A.M. Sunday mornings for from 4-6 weeks. Persons interested in making this a permanent feature should write to Miss Judith Waller.

The A.L.A. list of U N E S C O CARE children's books was sent around. This is the list of children's books which are sent as gifts in countries where UNESCO operates. These book packages are analogous to the food packages sent by CARE. Each package costs \$10 and there are 5 different packages. It was decided to have an exhibit of these books so that people can see what books on American point of view are recommended.

Miss Rogers called attention to the new exhibit on the first floor of the Centennial Building. This one was prepared by the Collections and Shipping Departments. Each one of these exhibits seems more elaborate and better than the last. The Archives will have an exhibit last of all - June 18-July 9. Miss Scheffler will be gone by then, so all the rest of you will have to put on your thinking caps and help me work out something good for us also.

The Booker T. Washington birthplace memorial is selling the commemorative Booker T. Washington fifty cent pieces for \$2.00. Of this \$.50 will go to the government for the coin, \$1.50 to the

association for the establishment of two vocational agricultural training schools for negroes and for agricultural demonstration for negroes in the south. Anything wishing to subscribe for this coin, please see Miss Dieckhaus.

Mr. Downes, librarian of the University of Illinois Library School is being promoted for vice president of A.L.A. Miss Rogers said she hoped all who know him will write to offer their support to his candidacy. Incidentally, there are those of us who think it about Miss Rogers' turn for the presidency of I.L.A. I am not a member of that association any more, but if any of you who are would be interested you might remember that when suggestions for nominations are asked for.

The March 1951 issue of the Chicago Public Library Staff News is devoted to Mr. Carl Roden, recently retired as librarian after about 60 years' service in that library.

Miss Rogers is closing the book purchase budget for the biennium under present allotments May 1. After May 1 the money remaining in the budget for the various library divisions will be reallocated. For instance, the pamphlet budget is only 10% spent, Illinois documents, 1/3, archives 3/4, fiction 3/4, non-fiction and juvenile each 9/10 spent. The Art Department has spent all its money. Can anyone in the archives think of reference books we should add?

The blood bank for the Secretary of State's people is exhausted for Memorial Hospital and nearly gone for St. John's. Miss Rogers urged all who can to contribute. Mrs. La Harte was the last from the library to use the bank. This blood bank, as you know, is available to any employee of the Secretary's office and to their immediate families.

Mrs. Langsdon said that this is the last week for the regional meetings. Tomorrow she is going to the one at Plainfield. Attendance has been good. There were over 90 at Galesburg, 75 at Morrison, etc. Mr. Myers said he enjoyed the one at Paris very much, especially the afternoon sessions.

Mrs. Howard said she spoke before the Christian County Masters' Club at Mt. Auburn recently. This is an organization of male school teachers. She was telling them of State Library services to schools.

Someone wrote that she could not get a copy of "Woodwork", a magazine, at the State Library and the editor wrote Miss Rogers about it. The magazine proved to be a plant production manual and they decided not to subscribe.

Miss Bailey reported that the moving here is going along well. Mr. Snodgrass has returned after taking another course of treatment. The second of the ~~XXX~~ seven years the doctors said he could live has ended, but the new courses of treatment are hopeful. He has to return to the hospital in 23 days.

Bill Chamberlain (whoever he is) is to come on the State Library staff part time May 1 and full time after school is out.

It has been decided to discontinue the meetings for school

librarians sponsored in the past by the State Library. The Superintendent of Public Instruction now has a school library person on his staff and is establishing standards for certification of school librarians which will automatically establish the standards the State Library has been working toward. By 1956 a teacher librarian must have 16 hours of library school credit plus the degree, otherwise the school to which she is attached will get no state aid. The State Library will continue to serve with materials but otherwise gradually step out of the picture. She did not explain what, if anything in this new program will affect Mrs. Primm's job, except she said that the school library visits would taper off. School librarians will be invited to the spring regional meetings and will be asked to participate in the programs, with a view to closer cooperation between public and school libraries.

So far only one person has asked permission to attend A.L.A. at Chicago. Professional members of the staff, especially those on committees, will be given preference, and those who have attended other professional meetings will be given secondary consideration for attending A.L.A. She hopes as many as possible will try to attend.

I announced that the first of the counties to bring in security microfilm - Peoria, with 150 rolls - has made the first security deposit. Miss Rogers wants a note on this for Illinois Libraries. Mr. East, will you please cook up something?

AmR.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for April 1951

Accessions.

The Index Department deposited 20 documents representing 4 cases of title records.

Departmental Vaults. Departments transferred records to their vaults as follows: Adjutant General (service records of I.N.G.), Commerce Commission, Teachers' Retirement System, Court of Claims, and State Treasurer.

Departmental Vaults 10 North Bays 11-13, 16-17, recently reassigned to the Teachers' Retirement System were occupied by that department. Equipment from those vaults was transferred to Archives Level 1 with instructions from Mr. Vicars to make it available to any of the departments which combined in the joint appropriation for equipment of Departmental Vaults. Accordingly, at their request, I transferred two special shelf cabinets to the Civil Service Commission.

The Departments of Public Welfare and Revenue destroyed files in their Departmental Vaults for which temporary wartime permits had been issued. In each case legislative acts have authorized the disposal of these records.

The Operators' License Department has sent a number of its old files to a warehouse. They have started their microfilm project, working in Departmental Vault 12 East, Legislative authority is being sought for destruction of the originals.

County Officials.

Peoria County has deposited its first 150 reels of security microfilms from the County Recorders' Office. This covers the years 1892-1941. The rest will be deposited from time to time.

Mr. East attended the annual convention of county officials held at Chicago April 26 and 27 and I spoke at the County Recorders' section on the 27th. About 50 recorders were present who listened attentively and a good discussion followed, led by Mr. Harms of Peoria who was presiding. A full account of this address on microphotography is to be found in Mr. East's report which is appended.

425 copies of our pamphlet "Disposal of Illinois Records" were sent to county officials prior to the meeting.

Staff Work.

Indexing of census records is progressing. We have decided to speed up the 1850 indexing by eliminating all details except the names of individuals listed and the biographical citation. Mrs. McFadden has indexed 855 names for Cass County this month. She is the only one working on the 1850 census at present.

The time consuming part of the indexes for 1830 is the verification of names. Much of this second reel of microfilm on the enlargements from which Miss Winterbauer and I have been working, is illegible. These required considerable checking

with the 1840 State and Federal Censuses, and in the case of Marion County the indexing of the 1840 federal census from film. We now have all but three counties on this rather long reel finished so far as names are concerned. Miss Winterbauer is making an alphabetical list of the names prior to filing. This will help when we come to 1840.

Mr. Cassady's entire time during the month was taken up with reference work. 500 documents were pulled for the Conservation Department alone. The Index Department also did some work on the dead records.

Miss Scheffler's trying to get as much as possible of the Illinois and Michigan canal records "under control" before she leaves for Washington. She reports that 10 volumes of I & M field notes, Series A have been cataloged and filed. 4 volumes are lacking in the 74 volumes of Series A. All other volumes have been cataloged. The "cards have not yet been typed but a complete record of each volume appears in the Illinois and Michigan Canal material binder." This material binder contains greater detail than we are using on our catalog cards and is a supplement to our catalog. This detailed information is necessary on account of the specialized legal searches which involve these records. She is also inventorying the large mass of maps included in the latest shipment of I & M records.

Miss Scheffler's application for the Archives Management Institute to be held June 11 - July 6 at Washington has been accepted.

Mr. Rountree is now filing in the letter "W" for 1948 and 1949 Corporation Reports. The first three-quarters of the alphabet for the 1949 reports have not been filed.

The Conservation Department has asked for photostatic copies of a number of the deeds and plats for property administered by the Department.

Mrs. McFadden and Mr. Rountree compiled a 50 year list of presidential electors for the Executive Department.

Mrs. Robeson has stapled the letter B in the corporation reports, and alphabetized index cards, as well as relieving at the Reference Desk at intervals.

Records Legislation.

Mr. Robert Farwell, formerly with the Shaefer Commission, conferred with me about the proposed amendments to the State Record Commission Act. A bill embodying the recommendations made by the Commission (see its printed report page 114) is about to be introduced into the General Assembly. I requested one further amendment which would permit the State Records Commission to authorize the destruction of records without the requirement that the General Assembly pass an act in each case. This would, we think, eliminate all objections raised by Departments against going thru the Records Commission. Mr. Farwell discussed this point later with Mr. Finkle of the Legislative Reference Bureau who recommended that the bill be introduced as a Schaefer Commission bill embodying only the recommendations of that Commission. At the hearing on the bill we should present our arguments on behalf of our proposal, requesting amendment by the committee. So far as I know, this

bill has not yet been introduced.

Other records bills now pending are as follows:

H B 149. Public Welfare Department's bill as proposed to and approved by the State Records Commission. The bill as introduced changes the wording in Section 1 relating to micro-filming from "shall" to "may." This wording disturbs Mr. Jahnke somewhat though I cannot see that it is important in this case since the State Records Commission still has the final word as to destruction of the case records involved. Mr. Jahnke wanted me to attend the hearing on the bill but hasn't called me again.

H B 777 and H B 778. Provides for destruction of certain records of the Operators' License and Safety Responsibility Department now being microfilmed.

H B 739 extends the County Records microfilm act features to municipal corporations and other political subdivision and slightly improves wording in a couple of places. I have compared this with the act as it stands and find nothing objectionable.

H B 740 amends the Evidence act to make microfilm copies of records admissible as evidence. This admissibility feature is named in the specific acts authorizing application of micro-filming but had been omitted from this particular section. I think this a desirable bill.

In other words, so far no records bills have been introduced, to my knowledge, which cause worry to the Archives because of undesirable features.

Reference

As usual out of state requests were more numerous than those from Illinois. We had letters from 16 states: California, Colorado, Idaho, Indiana, Kansas, Maryland, Michigan, Missouri, New York, Ohio, Pennsylvania, Tennessee, Texas, Utah and Wisconsin; the District of Columbia; and from 12 Illinois towns and cities: Champaign, Chicago, Danville, Decatur, Granite City, Hillsboro, LaSalle, Litchfield, Naperville, Ottawa, Peoria and Springfield.

There were requests for searches for 3 names in 1 county for the 1830 federal census, 4 names in 1 county for the 1840 federal census, 22 names in 12 counties for 1850. 33 names were searched for in the war service records.

We have had some half dozen requests for out of print copies of Illinois Libraries containing the Checklist. Shall I have photostats made for the libraries requesting them?

Mr. Rountree has also taken the desk on several occasions, has made signs for the current exhibit in the Centennial lobby and done other odds and ends of jobs.

Archives Building.

A new print washer was installed in the Laboratory in March. The redecorating of Archives section of the Archives Building. The new ceiling in the first floor lobby not only lightens the

room but picks up the delicate greens, gold and lavenders of the sculptural mural against a stone white background.

The Civil Service Commission is still holding one class in the Conference Room each week.

Staff Notes.

Mr. Jack LaHart became the father of a second girl early in the month.

The archivist wrote a review of Ralph Shaw's Literary Property in the United States for The American Archivist. A review of our Disposal Manual appears in the April 1951 issue of that magazine.

Respectfully submitted,

Archivist

Report, Field Visitor for Archives, April 1951.

Viewed motion picture, "Inside the Library of Congress," Centennial Bldg. April 16.

In response to request made to State Library the Field Visitor spoke April 16 to members of the Lincoln branch of the American Association of University Women at Lincoln, Illinois, home of Mrs. Rebecca Stringer. Subject, "How Bad Were the Good Old Days in Illinois." Picture and story on the Field Visitor ran in Lincoln Courier.

Wrote story for possible newspaper publication on deposit of microfilms of Peoria County in the Archives. Copy left at office of Mr. Belair, who later by telephone indicated that he expected to put out a release on it.

Wrote similar story for possible publication in Illinois Libraries.

Attended sessions of convention of Association of County Officials of Illinois at Hotel Sherman in Chicago on April 26, 27. Visited Cook County building to gain information on microfilming programs, if any, in that county. Obtained considerable data from John J. Altman, Chief Deputy, office of County Clerk Richard J. Daley, and from assistant supervisor on microphotography reproduction. Visited office of Edmund J. Brennan, director Department of Public Services of Cook County. He was out of city but his secretary, Miss Kavanagh furnished copies of correspondence and actions by the Board of County Commissioners which adopted a recommendation of a special committee that microfilm be employed in reproducing essential county records. The subject was referred to the Department of Public Services for Study of cameras manufactured by four companies. Summary of data obtained in this study was furnished to the Field Visitor.

In response to telephoned request, the Field Visitor furnished to Miss Gladys Johnson, a school teacher of Illiopolis (residence Springfield) references to early Illinois statutes establishing State Welfare institutions.

He continued preparation of bibliography and analysis of Illinois law relating to county government.

Ernest E. East.

Report of Field Visitor at Chicago April 26-27, 1951.

The Field Visitor attended sessions of the 51st convention of County Officials of Illinois at Hotel Sherman on April 26 and 27, and investigated microphotography projects in Cook County offices. Being unable to obtain reservation on sleeping car late Wednesday, April 25, he traveled from Springfield to Chicago on train leaving at 6:21 p.m.

He attended General session of the Association on April 27. Attendance was limited on account of the parade honoring General Douglas MacArthur. He attended sectional meetings of the Circuit Clerks' and Recorders' Association of Illinois on April 27, morning and afternoon.

Miss Margaret C. Norton was the speaker at meeting of county recorders.

For the purpose of investigating microphotographic projects reported to be under way in Cook County offices, he visited the office of John E. Conroy, Circuit Clerk. The clerk being out he was referred to Charles Zeman, chief deputy clerk, who stated that no microfilming is being done in that office. Request for funds for that purpose has been made to the Board of County Commissioners.

The Field Visitor called at the office of Richard J. Daley, County Clerk, but that officer being out he was referred to John Altman, chief deputy. Mr. Altman reported that filming of marriage records was started ten months ago. The county has approximately two and one-half million marriage records and one million of these have been filmed. Mr. Altman understood that four machines (cameras) were in operation, one of which is owned by the county. It is expected that filming of marriage records will be completed by the end of 1951.

When additional information was requested Mr. Altman referred the Field Visitor to Margaret Sheehan and Harold Yupel, supervisors of the project, in another building at 130 Welles street. When he called there both supervisors were out of the office (presumably preparing to view the MacArthur street parade). However, Mrs. Mae Malloy, assistant supervisor, cheerfully explained processes of reproducing marriage records. Work was begun in the summer of 1950, working backward from 1949, and forward from January, 1950. In April, 1951, filming through 1945 had been completed. Affidavits for license and return of officiating clergyman or magistrate are copied.

Reels are kept in ordinary metal filing cabinet in office where produced. No count has been made of the number of reels.

(Mrs. Malloy also explained that daily indexes on IBM are prepared on soundex cards for both male and female. Licenses are numbered. This provides a cross index so that an inquirer having the name of only one party to a marriage may ascertain the name of the person to whom he or she was married. Sample of soundex card in appendix to this report. Mr. Altman provided marriage statistics for the period Jan. 1 - Sept. 30, 1950, a recapitulation showing marital status of applicants, both male and female, for all age groups from ages 16 upward. Copy in appendix to this report)

Information on other possible microfilming projects in Cook County offices was sought at the office of Edmund J. Brennan, director, Department of Central Services of Cook County. Mr. Brennan was out of the city on April 26 and April 27 but Miss Kavanaugh, his secretary, furnished a copy of the following printed items:

Letter, Mr. Brennan to Joseph A. Downey, chairman, Cook County Civilian Defense & Safety Committee, July 26, 1950, on the reproduction of records as insurance.

Letter, same to same, August 25, 1950, same subject, accompanied with a statement indicating that a special committee of the Board of Commissioners of Cook county recommended the use of microfilm preservation of vital records which report the Board approved and delegated operations to the Department of Central Services. Attached a questionnaire which appears to have been sent to county officers by the Committee on Microfilm Facilities in its study of the preservation of records through microfilm.

Abstract of a progress report by the Committee on Microfilm Facilities, etc. summed up under "CONCLUSIONS," and "TENTATIVE RECOMMENDATIONS," both dealing with microphotography and destruction of records.

Data entitled, "Comparative Chart of Microfilm Equipment," prepared by the Department of Central Services. (Equipment studied Bell and Howell; Diebold; Recordak, and Remington Rand.)

Chart, Diameter of Reduction as related to the size of a document, etc.

The foregoing items are filed as an appendix to the Field Visitor's report.

State Archivist Norton spoke Friday, April 27, before fifty recorders at Hotel Sherman. Miss Norton said it was her purpose to present a "dispassionate appraisal of micro-photography--it good points and its bad points as applied to security problems." First, she said a microfilm copy is not as legible as the original despite claims of salesmen. The camera takes every detail but is colorblind. Defects frequently appear on the page to be copied--watermarks, mildew, iron spots, blots, pencil marks. Writing distinguishable on the original record frequently cannot be read on the microfilm. The Archives has received microfilms of a number of early Federal censuses of Illinois. Some of the reproductions are so poor that they cannot be transcribed.

Microfilm is inconvenient to use. It cannot be read with the naked eye and the reel must be placed on a reading machine which costs \$400 and up. Enlargement of microfilm requires special apparatus and knowledge of photography. The process is not nearly as simple as that of photostating. The Archives has an enlarger for microfilm but it is an expensive machine.

Miss Norton said the microfilm is less permanent than some salesmen would have us believe but the film may last indefinitely under optimum conditions such as are found in a special vault in the Archives building in which temperature and humidity are controlled. Cellulose acetate film has been estimated to have a life of fifty years but the emulsion with which it is coated is its weak point. Scratches not infrequently appear on the film. These may be caused by particles of metal sometimes dislodged by too rapid winding of the reel on the reading machine. Emulsion, too, is subject to damage from mildew. Finger prints on film will reduce legibility. Then there is the danger of film breaking in two, perhaps from the effects of a sudden change in temperature or from catching on some part of the reading machine in the winding operation.

A fourth objection to microfilm is the possible unwillingness of some courts to accept reproductions as admissible evidence. Generally, courts will accept microfilm copies if the work is done in the regular course of business, if properly certified, and if there is no indication of fraud. Courts, of course, prefer originals since tests of ink, paper, etc., are not possible with microfilm.

Miss Norton said the Illinois State Library through its Archives department urges the use of microfilm for security because, first, it is the cheapest. It is insurance against destruction of records by fire. Illinois bonus records of World War I were destroyed in the armory fire at Springfield. Microfilm copies of records greatly reduces the cost of reconstituting records as provided by Illinois statute. A study made in Wabash county indicated that it would take three circuit judges three years to restore records in that county. It is impracticable to microfilm records to which additions are to be made such as marginal releases (Recorder Albert Harms of Peoria of Peoria County will tell about marginal releases.)

County officers preparing to set up a microfilming program have first to consider what camera is to be used. Recordak appears to work well with bound volumes. (The speaker is not acting as salesman for any particular manufacturer.)

Who is going to do the job. The county may purchase or lease a camera. It may contract for the service of photography, or the officer may do the work with his own staff. As to cost. Film costs \$6.47 for 100 feet. Mr. Harms (Peoria County Recorder) is getting about three volumes to one roll of film. The focus of the camera is semi-automatic but may be adjusted to the color of paper and ink. It is suggested that experimental copies be made first. The processed film must be inspected to be sure it presents a good image. Often there are differences in ink. Be sure everything is there. Make a list of omissions and retakes. Labor is the big item. Theoretically sixty exposures a minute may be taken but one reel a day is good production. The operator must be painstaking and be able to work without interruption.

What information should be included on each roll of film? Shown clearly on each reel should be its number and the title of the series so printed or written that it can be read with the naked eye; the title of the series should be shown on the film with the beginning date, notes as to pages missing, or blank in original, end of volume, inserting two or three blank frames to catch the eye as film is turned; the title and number of the next volume and beginning date, this legible to the naked eye; notes as to omissions, end of volume, etc., as before. If reel ends in the middle of a volume insert a notation such as "page 286, volume 10, continued on next reel". It is important that each reel bears a certificate of intent and purpose. This should be signed and sealed by the officer. Also the reel should present a certificate of authenticity signed by the camera operator, certifying to the completeness of the reproduction of the record and that the quality of the film used meets requirements of the National Bureau of Standards.

Miss Norton recommended that retakes and pages omitted be placed in an appendix at the end of each film roll and that these items be explained in the operator's certificate.

The safe storage of the processed film is next to be arranged. Reels may be stored in a bank vault. However, bank vaults may lack temperature and humidity control. The Eastman Kodak Company will store the films but it is likely its warehouses should be a primary target in case of enemy air attack. County officers may store films in the special vault in the Archives building where temperature and humidity are controlled. No charge for this service is made by the State Library.

Albert Harms, Recorder of Deeds of Peoria County, presided at the session and at the conclusion of Miss Norton's address related his experiences in microfilming of his office records which was begun by himself and staff in the summer of 1950. Mr. Harms explained that in order to make the film record of mortgages complete it was necessary to avoid "marginal releases" which are authorized by law. With the backing of the Peoria Bar Association he obtained from banks and other mortgage loan companies agreements to release mortgages by release deeds. This resulted in a gain for the county since the fee for a marginal release is 25 cents and for the release by deed is \$1. This arrangement, Mr. Harms estimated, would give the recorder a net revenue gain of \$1,000 to \$1,500 a year. However, he said, a bill was pending in the Illinois General Assembly requiring mortgage release deeds in all cases.

"Take your time," was Mr. Harms advice to recorders who may set up microphotography projects in their offices. He said any person not skilled in microfilm camera operation needed special training and mentioned poor results obtained at the outset because of the lack of training. He recommended that the camera be operated at night by a single person, first because the light is more uniform than in the daytime and second, because the operator is free from interruptions. There is no need for haste and vastly better results will be gained by proceeding carefully and slowly.

Recorder Harms said the cost of filming was slightly over two dollars a volume. About three volumes may be reproduced on one roll of film. An operator working at night receives \$1.50 an hour. Before the project got under way Mr. Harms was informed that the work would be done under contract by one of the companies at a rate of three cents a page. He estimated his total cost at "not quite one cent a page or about \$5 per volume including retakes, splices, etc." The camera in use by the recorder (Recordak Company) cost \$2,000; the reader \$350, a splicer \$38, and a reading glass \$8.50.

end

ARCHIVES ACCESSIONS

April 1951

Secretary of State

Index Department

**Title Papers
(4 cases)**

20 documents

ARCHIVES REFERENCE

April 1951

Routine Departmental Calls

Secretary of State

Corporation Dept.

Annual reports

107

Index cards

34

Court of Claims

Closed Cases

1

Executive Dept.

Trade marks

8

Land Records

2

Bookkeeping Dept.

Auto Fee Book

1

Index Dept.

Election Records

17

Enrolled Laws

7

Title records

35

General Assembly Records

40

State Council of Defense

O P A Regulations

2

Registration and Education Dept.

License Record

2

Division of Waterways

Illinois and Michigan Canal Records

2

268

Genealogy, History, etc.

Archival Technique

By Mail

7

Genealogy

In Person

Census films

1840

2

1850

6

Civil War Service Records

24

Spanish American War Service

Records

4

Name Index (Phone calls)

30

By mail

Census records

28

Civil War Service Records

11

Spanish American War Service

Records

5

Service Records Prior to 1860

1

118

History

In Person

Internal Improvements Records

1

1865 State Census

1

Miscellaneous

4

By Mail

7

County Officials

In Person

2

By Mail

2

397

ARCHIVES CATALOG April 1951

Name Index

1830 federal census

Alexander Co.	226
Marion Co.	355
Gallatin Co.	1,129
Washington Co.	264
Perry Co.	207

1850 federal census

Cass Co.	577
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Illinois and Michigan canal	16
Archives Catalog	3,074

Analytical Cards	34
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VAULT ADMISSIONS April 1951

Adjutant General	4
Div. Architecture & Engineering	6
Auditor of Public Accounts	7
Civil Service Commission	4
Dept. of Finance	1
Illinois Commerce Commission	11
Dept. of Liquor Revenue	6
Dept. of Public Welfare	1
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	38
Secretary of State	
Corporation Dept.	6
Court of Claims	1
Executive	18
Securities	1
State Treasurer	21
Supt. of Public Instruction	1
Dept. of Revenue (Teachers Retirement)	16
Div. of Waterways	1
	<u>145</u>

PHOTOGRAPHIC LABORATORY
April 1951

Photostats	Negatives	Positives
State Library	96	
State Library Archives		
Census Enlargements	49	
Deed records for Conservation Dept.	488	
Corporation Recording	90	
Publicity	<u>3</u>	<u>3</u>
	726	

Photographs	Negatives		Prints
	<u>8x10</u>	<u>16x20</u>	<u>5x7</u>
State Library			
Library graph	504		
Exhibits	3	6	
Magazine Layout	2	3	
State Library Publicity			
New Salem	9		
State Buildings	21		
Autographed Quilt	12	40	
Secretary of State Publicity			
Drivers' License	3	3	
Operators' License			
Copies for F B I, etc.	<u>25</u>	<u>603</u>	<u>10</u>
		6	<u>10</u>

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June Whipple underwent an operation last week. She is doing nicely.

Miss Norton announced that the spring tour for the Illinois State Historical Society is to be held May 25-26 in the Urbana-Champaign area. Headquarters will be in Urbana with a tour of the campus and the town Friday afternoon, a dinner at the Union Friday night and a luncheon at Allerton Place Saturday noon.

Mrs. Curran brought copies of the Hummel book and of two Japanese fairy tales for us to see. We decided to purchase the Hummel book but not the Japanese books.

So many people have put in book orders after the deadline that Miss Rogers has decided to hold up reallocation of funds for a short time. She put in a strong plea for all staff members to take responsibility for seeing that orders are placed for all books needed by the library, saying that each member of the staff should spend some of the extra time allowed through the staggered hours to keep up with professional reading and book reviews.

Miss Kissinger said that the Joliet penitentiary has requested collections of pictures - landscapes and portraits, no nudes, please, not only to decorate the walls of the recreation room but also as inspiration for the inmates who are taking courses in drawing and painting.

Miss Dieckhaus says that vacation schedules are to be posted next week. Everyone is to work all day July 14 (date of visit of National Association of State Libraries). One extra day will be allowed on your vacations to compensate for that. This day must be taken before October 1st. It cannot be used at Christmas or other holiday.

Mr. Myers recommended Leslie James' Americans in Glass Houses as what he considers the best satire since Swift. He also recommends Earl Newsom's What are we up to?

Miss Murray says that there is an increased interest in reading courses. She has had calls for books for retarded readers at Menard and Joliet penitentiaries. The prisoners learning to read don't want "I see a cat" books, and it is difficult to find easy books which will interest them.

Miss Bailey has finished moving out of the first level and onto the 9th level and is working on the 8th level.

Miss Daviess says that complaints are made that books bought for the regions and not in the general reference library are not available. Miss Rogers said to write to the region and ask to borrow it. Some of the regions are through with certain books and might be willing to release that particular book entirely. For the period 1947-48 the regional library books are listed in the general card catalog the later accessions kept in a separate catalog across from Miss Kavanaugh's desk in the Catalog Division.

Miss Rogers said only a few of the unit heads have reported that all members of the staff have read the staff manual. Everyone will be held for it.

Mr. Maxfield, librarian of the Navy Pier branch of the U. of I. is issuing information circulars on the subject "Let freedom ring." A preliminary list of special readings about "our times" will be reproduced in the June issue of Illinois Libraries. The books will be put out on special display racks.

A bulletin is about to be issued over the signatures of the State Librarian and the Superintendent of Public Instruction announcing that the school library conferences jointly sponsored by them since 1942 are being discontinued. The Superintendent of Public Instruction is developing his own program for school libraries under the leadership of Miss Nickells, the school library supervisor. She plans to develop workshops for school librarians. The State Library is stepping out of the school library field from the point of view of making visits to them, but for the present will continue to loan books to schools.

Miss Rogers called attention to a clipping from a Louisville newspaper announcing that the Louisville Public Library will loan original painting and lithographs just as we loan reproductions from our Art Collection.

Patricia Alice Baker invites the staff to attend her marriage May 19 at 10:00 A.M. in St. Agnes rectory.

Miss Rogers read an interesting note from Dr. Gosland, an Eanston minister about the banning of the book Winnie the Pooh by the Hungarian government as being "subversive" - i.e., anti-communist.

The Library of Congress monthly list of exhibits it was decided to put with the travel literature on one of the tables in the reading room. (These are folders from travel agents).

The A.L.A. program has not yet been announced. There will be a pre-conference workshop on Ju y 7-8 on audio-visual material, one on children's material and one on unusual historical material. Films will be shown. All the program is to be geared to the theme, The American Heritage.

The U.S. Government Printing Office has sent us a questionnaire asking if the State Library wishes to receive depository books, or rather the major series, in microfilm or microprint form only. They ask if this would limit the use of these in our library. Florence Nichols ~~XXX~~ asked if they films would come through as fast as the printed books, because she thinks it important to get the material here as soon as it comes out. Miss Briscoe is to be asked for suggestions about what we might take on firll,. She checks in federal publications, you know.

It was reported that the microfilm copy of the New York Times for March is missing. Some staff member borrowed it for "just a minute" and they don't remember who it was and cannot find the film. If any one has seen it, please return to Loan Desk. Always leave a note when you take a book away from its regular place, if only for a few minutes.

Miss Rogers asked for suggestions for nominations for A.L.A. officers for 1952. If anyone wishes to suggest names she could send in, please do so as soon as possible.

She asked which of the recent exhibits we think should be put up again for the N.A.L.S. day here.

She asked that the committee on open house for the library staff should start planning. Miss Nichol is to be the new chairman, the others Mrs. Ennis and Miss Bundy. Also she renamed the committee on the visit to the bindery: Miss Bailey, Mrs. Mc Carthy and Miss Drew. Mrs. Arzinger was named member of the staff manual committee in place of Miss Bird. A new committee on shelving in the library stacks was also named.

The meeting closed with the showing of the moving picture of the National Archives, which was repeated in the afternoon for the Archives staff. Those who missed this will have another opportunity later when the picture is to be given again for the rest of the State Library staff at a date to be announced.

Margaret C. Norton
Archivist

ILLINOIS STATE LIBRARY
STAFF MEETING
May 22, 1951

Since there was little of interest to the Archives staff I have not hurried to report on the last staff meeting.

Miss Norton reported on plans for the N.A.S.L. meeting here in July. The pictorial map with the poem by Mrs. Curran and the sketch by Mrs. Drake is ready to go out this week. Next week we are sending a mimeographed train-bus-airplane schedule of transportation to and from Springfield. That will be followed by a double postcard asking reservations for the trip to Springfield. These reservations will be acknowledged on postcards showing the Centennial Building. Committees have been appointed to take charge of the luncheon on July 14, local transportation, the assembling of kits, the tour of the Library, etc. The luncheon will probably be a replica of the luncheon we had this last Tuesday and will probably be held at the Archives Building - perhaps on the roof if weather conditions are satisfactory. We shall give out delcomania seals as souvenirs at Springfield.

At the luncheon on Thursday July 12 Mr. Barrett will be toastmaster. The speaker will be Mr. Hubert Gallagher, director of federal and civil defense activities. It will be held at the Drake. The staff decided to give as souvenirs at the luncheon the ashtrays shaped like the state of Illinois. These cost \$.60 each but the staff thought we should do it. Our State Library notebooks will also be given out there. The luncheon will cost \$3.50.

Requests to attend A?L.A. meetings at Chicago that week should be made to Miss Rogers as soon as possible. Reservation cards for the hotel (the State Library staff is to stay at N.A.L.S. headquarters at the Drake) may be obtained from Miss Reagah.

Mr. Baskett gave a review of the new A.L.A. book by Joseph Barone on Charles Coffin Jewett, who started the printing of what later became the L.C. catalog cards while he was at Smithsonian Institution. Mr. Baskett owns and passed around several manuscripts, letters, written by Warraen, the man who perfected the stereotype process which was used for the early printed cards. Miss Rogers wants all to look at and as many as possible to read this Jewett book.

The Rural Health Workshop is to be held at Allerton Park on June 28-30.

Robert W. Orr, chairman of the Television Committee of the Audio Visual Board wants information sent him on T*V book programs. His address is Iowa University Library. His committee has sent a resolution to the federal communications committee asking for more time to be devoted to educational programs over T-V. Any requests or inquiries about such matters can be referred to Mr. Orr.

Miss Rogers circulated a copy of the Westminster (England) Public Library's "Statistics", a chatty reading list on Statistics, which she considers a model for such lists.

Miss Skogh's office on the third floor is being cleared preliminary to the Music Box's occupying the space. Without saying so definitely,

we can infer from this announcement that Miss Skogh's position, head of the General Reference Department, is being abolished. Mrs. Watson, formerly Miss Skogh's secretary, has been transferred to the Acquisitions Department, vice Mrs. Jones who is resigning as of June 1. Mr. Myers in the future will file all matters relating to business services. Miss Reagan will be in charge of the mailing list for Illinois Libraries. The interlibrary loans will be handled by the Circulation Records Department. Court reports will be checked in and filed by the Acquisitions Department. Mrs. Roth will take the Reference Department dictation.

In the future, articles in books and magazines formerly copied on the typewriter will be photostated instead.

Each unit will compile its own monthly statistics.

It has not yet been decided whether or not to put both children's and adult recordings in the new Music Box. At present there is some duplication. (At present the Children's recordings are in the Collections Department.)

The Illinois Council of Motion Picture Industry, television and radio has, in connection with its annual report, issued a manual on local councils, a copy of which is being secured by the library. Miss Ringering questioned the accuracy of one statement in the report, to the effect that the community of St. Anne has no motion picture theater.

The tentative program for the Audio Visual Workshop is now ready. A 47 page index of labor relations films has been issued by this group.

The Library Journal for May 1 contains an article about the recent fire which destroyed the Michigan State Library.

The Navy Pier branch of the U of I Library is now issuing its subject headings for vertical files in pamphlet form. The one on Occupations is to be reviewed in the next issue of Illinois Libraries

The Triangle has an article on Wednesday B Day. All books of this library (I don't know which) come due on Wednesday instead of two weeks from date of issuance. The idea being that it is easier for patrons to remember ~~that~~ all books will be due on Wednesday. This has reduced overdues by 40%.

Miss Rogers called attention to the new series of pamphlets and advertisements being issued by the bread industry.

There will be a special Trustees' Workshop at the Stevens on July 7. The staff voted on nominations for chairman, etc. for this group. None of the names meant anything to me.

The University of Chicago Library School's annual summer workshop, held this year July 16-21 will be on scholarly libraries and their problems. This will be held at International House, Chicago. Miss Rogers asked if any are interested in attending.

The staff also voted on behalf of the State Library for the following leaders of the A.L.A. Catalog-Classification section: D.J. Haiken of L.C., Alice Charlton of Stanford, etc.

There was further discussion of the Government Printing Office's proposal to microfilm future issues of depository documents. If not all, which major series would we be willing to receive in that form. I raised the question as to the quality of the films, citing our experience with films we have purchased from the N.A. Miss Murray, Miss Nickol and Miss Daviess were appointed a committee to recommend a list of documents not justified by use in keeping in printed form. To report by June 15. They were also to consider whether we should drop the depository feature and solicit the departments directly for documents we want.

The staff made nominations to be sent to the 1952 nominating committee of A.L.A. For president, Stanley Pargellis of Newberry and Herman Henkel of Crerar; for 2d v.p., Parks of Michigan; treas. Ralph Munn; executive board Louise Anthony; council, Belle Steurnagel

Miss Rogers again called attention to the fact that lists wanted mimeographed for distribution at the State Fair should be sent to Miss Myers right away because this is her slack season and she will be too busy after the legislature.

The usual two week internships for assistants from small Illinois libraries will be held here this year. So far only one person has been accepted, Miss Beatrice Scierini from Marseilles, who will be here June 18-29.

The next staff meetings will be held June 5 and 19. None will be held in July and August.

The N.A.S.L. committee wishes an expression as to which of the recent exhibits should be repeated for the July 14. Tell Miss Kissinger your choice by July 8.

Miss Murray reported on a recent visit to the Geneva Training School for Girls. The present librarian has had two years of college education but is apparently not doing much to promote use of the library, chiefly because of lack of time. She has only one free hour a day for library work, the rest of the time being devoted to disciplinary problems. There is a plan to remove the library from the school building to the administration building and to make it available longer hours.

Mrs. Curran asked advice about how many copies to buy of the Vachel Lindsey biography which the Lindsey Association is handling and it was decided to buy 8 copies.

Miss Dieckhaus said that when you are absent on a Friday and it is your Saturday off, you should report that fact when you report yourself in on Monday, otherwise you may be charged with two days' absence instead of one.

Miss Nichol announced plans for the open house held that same day.

Mrs. Ennis asked that the present exhibits in the lobby of the Centennial Building be left in place for another week - i.e., until the school visits are over.

Miss Ringering reported having attended the graduation program of the 7 Dwight reformatory women who have finished their 8th grade education. One of the women was 50 years old.

STATE LIBRARY
ARCHIVES REPORT
May 1951

Accessions.

The only accessions for the month were routine deposits of deed records by the Index Department, relating to lands purchased by the Conservation Department and for Southern Illinois University.

Departmental Vaults.

The following departments made transfers during the month: Adjutant General, Commerce Department, Registration and Education, Teachers' Retirement and Secretary of State's Bookkeeping Department.

Mr. Vicars, Chief Clerk, has assigned limited space (not over two bays) for temporary housing of Auditor's warrants (to be destroyed after microfilming) in the Departmental Vault assigned to the Attorney General, by special arrangements with the latter.

Staff Work.

The archivist is serving as general chairman of the Committee on Arrangements for the visit of NASL in July. So far Miss Rogers has done most of the planning but I am becoming more active in this respect. Thus far we have sent out the following pieces of publicity: road map, pictorial and historical map, folders on Lincoln shrines, a general letter, a transportation time table, a folder map (poem by Mrs. Curran's husband, art work by Mrs. Drake), and have ready a double post-card reservation. Several meetings of the General Committee have been held: Mrs. Curran, Mrs. Langsdon, Miss Bailey, Mrs. McMullen, Mrs. Ennis, Miss Wright and Mr. Belair. A number of sub-committees have been appointed: luncheon; Miss Osterholtz; kits, Miss Murray; the tour, Miss Nichol; transportation, Miss Bowls; decorations, Miss Santarelli; exhibits, Miss White; physical arrangements, Mr. Goepfel.

I have continued work on the 1930 census. Illegibility of copy has forced me to index the 1840 federal censuses for Sandolph, Marion and Hamilton. 1840 state census for Franklin and Jackson were also slip indexed. A comparison between the 1830 and 1840 censuses is helpful in making out illegible names. This is faster than comparisons with the name index though that is also used in the statistics since final checking of names will not be attempted until the enlargements are made. The laboratory is often able to bring out details not legible on the film. For assistance in checking the 1840 names when we come to that we have decided to type the names alphabetically for each county before filing in the general names index. That and the time taken by Miss Winterbauer for adding mechanical details means that our statistics do not show accurately how much indexing has been done in each month. I have now finished checking the names in all but one county (Jefferson, almost completely illegible) in two reels of the four for 1830, and have checked the names for one county (Adair) in the third reel. The laboratory has nearly finished enlarging this third reel.

Mrs. McFadden reports writing 1800 index cards for Cass County for 1850. As a sample of the value of this census indexing we might cite a couple from California who spent several days here last week working on the 1850 federal census. They are trying to establish heirship to a big oil well through tracing family history. Most of the inquiries are for the purpose of getting into the D.A.R. or other groups such as Ladies of the G.A.R. and Daughters of Union Veterans. For statistical purposes we list all reference questions involving the use of the census and Adjutant General's records under the heading "Genealogy." Actually many of the inquiries are for other purposes. For instance, we get a number of inquiries from the secretaries in charge of completing the records and closing the books of the G.A.R. in Iowa and Minnesota. Many of the letters indicate use of the records for procuring markers for veterans' graves. Spanish American war inquiries relate to establishing pension rights, civil service veterans' ratings and claims for delayed compensation. Granting that the majority of this type of reference work which accounts for most of our mail inquiries, is for straight genealogical purposes, more than one of our patrons has told us they are using it as a relief from tension of world conditions or as a post-retirement hobby. Of course, the faster we can get the censuses indexed, the less staff time will be required for search.

Mr. Rountree has finished filing the W-Z for profit reports for 1947 and 1948, unfilled reports are now 1948 for profit reports A-M and 1950 not for profit reports. Mr. Rountree hopes this year to be caught up before the 1949 reports come over. He has done some rearranging in the vaults, has taken the desk on a number of occasions, made 4 exhibit signs, helped on reference work, etc.

Mrs. Robeson has stapled, filed cards, taken the reference desk during Mr. Cassady's and Mrs. McFadden's absence, did most of the search on letters while Mr. Cassady was out, etc.

At the moment of writing this report I have not yet received Miss Scheffler's report. She placed the current first floor exhibit on "Detection of Forgeries" (based upon Osborn's Questioned Documents), and transferred the exhibit on Illinois Government in 1851 to the second floor lobby. She has been making a checklist of canal maps and otherwise completing catalog work pending on the canal records.

Mr. East's report is appended.

We had numerous groups of school visitors during the month. Ten groups were taken into the vaults and Mrs. McFadden, Mr. Cassady and I talked to a number of other groups. It is very difficult to make people realize that there really isn't much of this building which can be shown and some of the teachers have been plain belligerent about it. We tried to mollify them but one never knows.

Several members of the staff took part of their vacations during the month: Mr. Cassady, Mr. Rountree, Mrs. Robeson and Mrs. McFadden. Mr. Cassady's father died May 14, Mr. East and I represented the State Library at the funeral, held in East St. Louis.

Mr. and Mrs. East and I attended the luncheon held at Allerton Park on May 26 as part of the spring tour of the Illinois State Historical Society. I had a good visit with several friends on the University faculty and got some of the "low down" on some of the recent troubles of the Historical Library.

Respectfully submitted,

Archivist

Report of Field Visitor, May 1951

Wrote Recordak Company and received pamphlet citing favorable court opinions on the admissibility of microfilm copies of records. Requested that a copy also be sent to Mr. Lee Whistler, Circuit Clerk and Recorder of Whiteside County, who is interested in filming his office records.

Received from Richard J. Daley, County Clerk of Cook County, additional information on microfilming of marriage license records in his office. Acknowledged by letter.

Wrote to and received from Lee J. Howard, Auditor of Cook County, a statement of microfilming operations in his office. The auditor films collectors' warrants, and other documents which have to do with tax extension, aggregating approximately 4,000,000 items annually. Project begun 1937. Cameras rented until 1951 when equipment was purchased by the county.

Assisted the Archivist in receiving H. D. Wolf, circuit clerk and recorder of Livingston county, who arranged for photostating of plat books.

As a representative of the Illinois State Historical Society attended hearing before House Executive Committee on H. B. 903 affecting the Society and the Illinois State Historical Library.*

Accompanied Miss Norton to East St. Louis to attend the funeral of Mr. Cassady's father.

Placed and labeled in microfilm storage vault 300 rolls of film deposited by the Recorder of Deeds of Peoria County.

Began compilation of monthly statistics on services rendered by the Archives and by the photographic laboratory for the biennium ended May 1951. (for an exhibit.)

Continued preparation of bibliography and analysis of law relating to county government.

Ernest E. East

*Mr. East prepared some of the arguments used but did not speak so that we were not involved. M.C.N.

ARCHIVES ACCESSIONS

May 1951

Secretary of State

Index Dept.

**Deeds and abstracts to State
real estate (2 cases)**

24 documents

ARCHIVES REFERENCE
May 1951

Routine Departmental Calls

Secretary of State	
Corporation Dept.	
Annual reports	79
Index Cards	35
Correspondence	2
Executive Dept.	
Official bonds	2
Notary bonds	2
Trade Marks	5
Index Dept.	
Deeds to State property	1
Elections	15
Enrolled Laws	17
Securities Dept.	
Closed Cases	3
General Assembly	22
I & M Canal records	1
	<hr/> 184

Archives Technique

By mail	8	
	<hr/>	8

Genealogy

In person or by phone	
Name Index (Phone only)	23
Civil War records	29
Spanish American War	4
Census	12
By mail	
Civil War	20
Spanish American War	1
Family History	<u>10</u>

99

Historical

In person	
Lincoln records	1
Historical Records Survey	1
Black Hawk War	1
1880 Agricultural Census	1
History State Department	1
Miscellaneous	1
By mail	4
	<hr/>
	10

Extension: County records

In person	2
By mail	4
	<hr/>

Grand Total

309

ARCHIVES CATALOG

May 1951

Name Index

1830 federal census
Franklin County
Randolph

688
731
1410

VAULT ADMISSIONS May 1951

Adjutant General	6
Auditor of Public Accounts	10
Civil Service Commission	6
Illinois Commerce Commission	13
Dept. of Insurance	6
Supt. Public Instruction	5
Dept. Mines & Minerals	1
* Registration & Education	41
* Teacher's Retirement	10
Secretary of State	
Corporation Dept.	4
Court of Claims	1
Executive	21
Securities	1
State Treasurer	30
Supreme Court	1
Div. of Waterways	1

PHOTOGRAPHIC LABORATORY

May 1951

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library	18	
Archives	15	15
Census Enlargements	310	
Copies of deeds for lands administered by Conservation Dept.	384	
Corporation Dept.	208	
Recording	<u>935</u>	<u>15</u>

Photographs

	<u>Negatives</u>	<u>Prints</u>	
		<u>4x5</u>	<u>5x7</u> <u>8x10</u>
State Library			
Publicity Dept.	19		106
Administrative Office	3		45
Archives Dept.			12
Exhibit on Questioned Documents	120	120	
Mr. Vicars			23
Operators' License Dept.	1	6	
	<u>139</u>	<u>6</u>	<u>120</u> <u>191</u>

*amc
mca
E.C.
m.F.*

STAFF MEETING
June 12, 1951

*C.
B.
x.*

Miss Norton reported that all literature advertising the July 14 meeting of the N.A.S.L. here has been sent out, including the reservation cards. We hope soon to have an idea as to how many will be coming. All sub-committees have been appointed, including those on physical arrangements, luncheon, exhibits, the souvenirs kits, etc., etc., are appointed. Apparently all that can be done at present in the way of arrangements has been done.

Miss Bailey reported that the New Method Bindery will let us know shortly when the binding trip to Jacksonville can take place. Announcements on this later.

Miss Nichol thanked the staff for flowers sent her while she was home sick. Miss Bailey and she will be going to St. Paul next week to attend the Special Libraries meeting. I announced that two Bostonians from there will be coming to Springfield immediately afterwards: Mr. Robert Lovett of the Baker Library, Harvard, and Mrs. Lovett of the Boston Public Library.

Miss Johnson announced that an attempt is being made to hold an election this summer to create a district library in her territory. [I don't know where this is, however]

Mrs. Howard announced that her department is starting a revision of the list of books recommended for boys' reading. The Illinois bibliography is being revised also. She is getting calls now from vacation Bible schools, chiefly for religious records. She has also sent materials to the workshop at the Evanston teachers' college, this workshop this year being for rural teachers.

Miss Dieckhaus spoke on absenteeism regulations for the library. Reports are made to the Front Office at the end of each month about time made up. If you have made up your time notify her, if it is partly made up (i.e., for absences close to end of month), tell her how much has been made up. (Also, please tell me). If you do not report on this make-up of work, you will be charged with absenteeism. Time is not to be made up in advance of taking time off except for a specific purpose and approved by Miss Rogers ahead of that, in writing. If you do not take the time off for which you asked, please pick up your slip asking for that time off, from Miss Dieckhaus so that the time will not be charged against you. If you are absent on a Friday, report to the Administrative Office of course, and be sure to state whether or not the next day, Saturday, is your day off; otherwise you may be charged with Saturday absenteeism even though you had the Saturday coming to you.

Notes for suggested changes in manual should go to Mrs. Curran, chairman of the committee. Everyone has not been reported as having read and signed the manual and is charged with acting upon the rules regulations, etc. [Our copy is on the shelves in my inner office and may be consulted at any time by staff members. The committee is working on an index to the manual.

Mrs. Langsdon reported on a recent visit to the Door-Kewanee district library in Wisconsin, made by Miss Johnson, Miss Rinergering and herself. Headquarters is in the basement of the Sturgeon Bay Library Building. Because they pay rent, the library has been able to pay for redecorating the library. They have two bookmobiles, one for each county. The state pays half of the expenses from a state appropriation of \$50,000, and the counties pay the rest. The administrative assistant for the library is responsible to the state auditor. The appropriation was for three years and an attempt at the last legislature to get a renewal failed. This means that apparently the joint library will go out of existence at the close of the three years, despite the willingness of the two counties to continue. They have a county library law but this is not satisfactory. The counties apparently cannot legally levy a tax for support after the state pulls out. The present budget is set up on the basis of \$1.50 per capita.

The Racine, Wisconsin county library operates on the basis of \$.13 being charged to the county for each book circulated - no, I am wrong - the village from which the book circulated is charged with the \$.13. Miss Rogers showed an interesting report by the library on business forms used. The bulletin for the month, issued by the library, is on how adults can increase their reading speed. Also shown was their manual on the operation of the Kaiser charging system. We use the "semi Detroit" system here. (No, I don't know anything about these either, They have a printed form card and use the addressograph for sending out overdue notices. The card reads that "You have library materials charged to you which are overdue." A lot of people say that didn't get any furniture or building materials from the library, so the girls didn't think too much of that phraseology.

Mrs. Arzinger told of a librarian in her seventies who is trying to get her library in order before she retires. She was looking for an assistant, and specified that she wanted an old person because she would get along better with such. The woman recommended was announced to the employing librarian, as guaranteed to have grandchildren - though she really wasn't very old.

Miss Rogers spoke of pending bills. Our appropriation bill was, last Tuesday, on 3rd reading in the Senate and must go to the House after passage in Senate. It includes a straight 10% increase across the board for the staff.

The Historical Records Commission bill was at amendment ~~XXXX~~ stage in the house. The Executive Committee to which it had been referred recommended that the bill do pass with our amendment, which is, to give the Records Commission power to authorize departments to destroy records after review by the commission, without the department's later having to go to the General Assembly for a bill. The bill as introduced adds two members to the Commission: the Attorney General and the Director of Finance and does away with the ex officio members. It is HB 1130 if any of you are interested.

There is a bill for amendment to the State Library Act which will add members to the State Library Board: the dean of Extension Work at the U. of I., the professor of rural sociology and the dean of the

Library School there. The terms of office will be staggered. The bill was on third reading in the Senate.

The proposed amendments to the by-laws of the Public Libraries Division of A.L.A. will be posted on the staff bulletin board back of the loan desk in the library stacks. Those going to A.L.A. are requested to read it.

Also posted on the bulletin board will be an article by Norman Cousin, in the Saturday Review of Literature entitled "Television the Time Trap" which Miss Rogers wishes us to read.

July 1 begins a new biennium. Each unit head and field visitor (attention MR. EAST AND MR. HELM) is to report to Miss Rogers before that time on plans for the work of their unit, what they would like to do, the way they recommend doing it, suggestions for future as well as present activities of their unit, costs, etc. This is to be presented as if you were having to justify your unit before the appropriations committee of the legislature. Miss Rogers will continue her policy of calling members of the staff to her office to discuss their work with them individually, and to give them an opportunity to express their views. I would appreciate suggestions for my own report from members of the Archives staff. Specifically, I have in mind suggesting that first of all, what we need is a sort of housecleaning in the vaults. They are dirty - i.e., the books are. We need to read the shelves with the shelf list, see that all materials are properly labelled, list those needing refiling or cataloging, see that the shelf list is up to date, etc. Mr. Cassady started that checking while I was gone last summer, but it was obvious that this was something we should work together upon and since I haven't had time to get at it the work has bogged down. Since the number of census calls is increasing, it seemed to me that this year we ought to be concentrating on the indexing of the census and we are doing that. Maybe these matters are not what you have in mind, so please speak up.

The new president of NEA is James W. Brown of the University of Washington. He is supervisor of instructional materials center there so that means there will be greater cooperation with libraries. There is no one from Illinois on the national board of the NEA.

Directories of accredited home study and business schools, recently issued, were shown. These will be on file at the loan desk of the library.

Miss Flora B. Ludington, chairman of the A.L.A. International Board is promoting exchange librarianships. Miss Rogers raised the question as to whether we should try to get an exchange librarian (foreign) at the State Library.

On Wednesday June 20-21 Miss Mary E. Donaldson, librarian of the Saskatchewan provincial library at Regina, Canada, will be visiting the State Library, and Miss Rogers wants everyone on duty those days.

Miss Abrams of the Bloomington Public Library sent some of the excellent newspaper publicity items, which were circulated. Among them were an account of the Yoalton memorial hospital library in the

I suppose a memorial to a Bloomington man; a student assistant who has received a Fullbright scholarship; etc.

Mr. Wilcox of the Columbia Library School, in thanking us for materials sent for the library school library commented that our list of Illinois serials is the only such state list he has seen.

Steckert's house organ Book News, posted on the library staff bulletin board, features articles about A.L.A. which Miss Rogers recommended to persons going to A.L.A.

The Library of Congress has started a new publication Serial Titles Newly Received, having 12 monthly issues with an annual cumulation. We are subscribing to it.

Mr. Corey resigned as Executive Secretary to A.L.A. as of September 1. Mr. David H. Cliff, his successor, is already on the job. Mr. Cliff is 44 years old. We was in the war 3 years, then in Germany for the Library of Congress. He was born in Kentucky, graduated from the U. of Ky. and Columbia, has worked in N.Y. Public Library, Columbia University, etc.

Miss Rogers asked how to reply to a questionnaire about a junior round table for A.L.A. and there was some discussion about young and new members attending A.L.A. for the first time.

There will be a civil service examination for the State Library in September.

The Washington office of A.L.A. has a coded list of librarians for the mailing list for defense publications. The State Library is on that list.

The University of Illinois Library is having an exhibit of the Ingold Shakespeare folios from May 15 to July 15.

The Kansas City Public Library's new booklist on the family was circulated, as a sample of any attractive style.

The next staff meeting will be June 26. Misses Bailey and Nichol will report on the Special Libraries convention. A.L.A. reports will be given at the first meeting in September.

Staff announcements: Miss Scheffler has gone to Washington to attend the archival institute at American University; Mrs. Hanna is going to summer school at the U. of I.; Mrs. Stevens is going to Europe. Miss Kissinger remarked that she plans to spend her vacation in Riverton, provided she can raise the \$.16 bus fare.

Miss Skogh's old office is being outfitted with shelves and will be used for the Music Box.

ILLINOIS STATE LIBRARY
STAFF MEETING
June 26, 1951

The report of the A.L.A. Committee on Standards for Accrediting libraries schools will appear in the June 1951 issue of A.L.A. Bulletin. Miss Rogers wishes all going to A.L.A. to read this first.

The A.L.A. staff organization bulletin "Sort" appears monthly. On page 3 of the last number there is a list of bulletins issued by the various staff organizations of libraries in this country. They will have a booth at A.L.A. headquarters and will hold a meeting on Wednesday morning and also one on Thursday morning. Miss Rogers raised the question as to whether the State Library should have some sort of staff organization.

There will be a meeting of Junior Librarians at a breakfast held at the Chicago Art Institute on Wednesday at 8. Miss Rogers hopes some one from our staff will attend to report on this.

Miss Rogers called attention to the fact that reports on the State Library program for the next biennium, from each unit of the Library, are due not later than June 30.

Miss Norton reported that HB 1130 had been reported out by the Senate Judiciary Committee. (It passed June 27 - all done but signing by the Governor). This is the bill which gives the State Records Commission authority to authorize departments to destroy records without having to go to the General Assembly for final authority.

Miss Norton also reported that we have 12 reservations for the National Association of State Libraries coming July 14.

Miss Rogers reported that Miss Herman recently won \$50 and a Webster dictionary on CBS "We Take Your Word" program.

The pamphlet The Value of Order is supposed to be read - and acted upon - prior to July 14. I do not know where our copy is right now. Whoever has it, please pass it along as soon as possible and the last one to have it, please return it to the Archivist's office.

Miss Rogers showed the place cards for the Chicago luncheon for N.A.S.L. - note paper having a picture of violets, and a poem explaining that they are our state flower, written by Mr. Curran. She also showed the ceramic ash trays shaped like the map of Illinois, being given as souvenirs. Any left over can be purchased by the staff for \$.60 each (regular price \$1.00). See Miss Dieckhaus if you want one.

The trip to the Jacksonville bindery will take place sometime during the week beginning July 14. I hope as many as possible of the archives staff will go, as it is interesting and instructive.

The Library is purchasing 50 folding chairs which will be stored in the Archives Building and will be available for use as needed.

Mrs. Prim reported that she is helping organize the library for crippled children at Riverton.

The Collections and Shipping Rooms are being painted this week.

Miss Kissinger and Miss Ringering attended the Farm Bureau Camp in Kankakee county. This district comprises 20 counties in Northern Illinois. The first week was a homemakers' camp, the second, 4-H. They took one of our bookmobiles and Miss Kissinger took an exhibit on Art in the Home. Miss Murray was instructed to try to get closer contacts with this and similar organizations. All members of the library staff, in fact, are supposed to try to make as many contacts which might interest more people in the library.

Mrs. Howard said she has had a request for large print books from a north Springfield Lutheran school. Miss Rogers said she thought such requests should be referred to the Lincoln Library.

Mrs. Langsdon is working on the annual public library statistics number of Illinois Libraries.

Mrs. Arzinger is to attend a rural life conference this week.

Miss Rogers was in Urbana Monday working on the jury for the program for libraries in schools. Seven questions are being propounded on this subject and she will contact members of the staff as to what our replies should be.

Most of the meeting was given over to reports by Florence Nichol and Dorothy Bailey on the Special Libraries Meeting which they attended in St. Paul last week. We went from Chicago to St. Paul in a special coach attached to a Northwestern train. Among the souvenirs they brought back were leaflets distributed at the headquarters - Welcome Wagon, "Soup's On", advertisements of 12 special trips, "Daily convention news", the attendance register and a program. There were 600 in attendance.

The first evening they attended a reception. The next morning they visited the State Library which is primarily a law library like our Supreme Court library. This institution does not seem to have one main reading room, but a number of rooms each devoted to one subject. There is not much of a catalog, patrons helping themselves off the shelves. They are discontinuing much of their exchange of documents with other states business. They regretted that Illinois does not supply them with copies of the Revised Statutes. When our girls said that they are expensive and we have to buy them, they said they do buy them and send on exchange with other states who do likewise.

The girls reported on the divers speeches which they heard, but I do not believe these have any particular interest to the archives staff and as my report would be third hand from the speakers, I am not going to try to retell what they said.

The new president of Special Libraries Association is Mr. Assemus of St. Paul. The next two meetings will be held in New York and Toronto, respectively.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for June 1951

Accessions

The Corporation Department deposited 5590 corporation index cards and the Index Department 6 documents relating to Conservation Department lands in Union Co.

Departmental Vaults. Records were taken to Departmental Vaults by the following Departments: Secretary of State's Executive Department, Auditor, Mines and Minerals and State Library. The Executive Department and Liquor Control Commission are waiting their turn at the fumigator.

The Auditor has been assigned two bays in 8 E (belonging to Attorney General) on a temporary basis. He is having to store some warrants pending microfilming and destruction of originals. This space assignment was made by Mr. Vicars.

Staff Work

Mr. Cassidy did not turn in a report prior to leaving for his vacation but the statistics indicate that most of his time was spent on reference work.

Mr. Rountree reports that he has finished filing the Not for Profit Corporation reports received, filing letters I-L (1947 and 1948) and A of corporation reports (1948). He made several signs for exhibits, drove a bookmobile to Chicago and assisted in reference work, including some time at the desk.

Mrs. McFadden finished indexing the 1850 federal census for Cass County. I wrote the names on index cards for the 1830 census on Crawford, Edgar, Clark, Schuyler, McDonough, Vermilion, Macon, Shelby, Tazewell and Macoupin Counties but Miss Winterbauer is still working on other items on these cards. Also I have not yet checked the illegible and puzzling names (may wait to check with 1840 census for that.) This completes all but Montgomery county in this roll, which covers volume 2 of the set. In addition, Monroe, Jackson and Edgar of the previous reel of film. In other words, all but one county of the first three of four reels of microfilm for 1830 have now been indexed in a form which can be used even though the indexing has not been completed for a few counties. If the Photographic Laboratory can keep up with me I hope to get the names on the last reel written in by the end of the month and the job more or less completed before leaving on my vacation.

Mrs. Robeson has resumed work on unfolding and making new folders for enrolled laws, now working on the year 1939. She has also unfolded and stapled corporation reports through the letter D and filed index cards.

Reference Work.

One of our more interesting requests was for a copy of our plans and suggestions for the new Gold Coast Colony Archives Building in Africa.

We microfilmed a file of over 640 sheets of "Stages of Illinois River before 1904" borrowed by the Division of Waterways from the federal government. This Division replaced the film we used.

Exhibit. The three exhibit cases in the Centennial Lobby were used for an exhibit on the Archives for the two week period beginning June 25.

The first cabinet has for its theme: "The State Archives

Building: Safety Deposit Box for the Permanent Records of the State". The first shelf displays pictures of the exterior of the building and the interior of a vault. The second shelf, labelled "Historical Treasures" shows photographic copies of some of our treasures, and the third shelf "Business Records" shows photostatic copies of some of the Secretary of State's records. The bottom shelf, labelled "Housing for Insurance Copies of County Records" shows photographs of the 1939 Brown County Court House fire, with a photostatic copy of a Fayette County record on which is laid a roll of microfilm, with explanatory note about the purpose of film deposits.

The second cabinet has the theme: "How Are State Records Used?" The first shelf shows a picture of the Archives Reference Room, the Name Index and a colored chart showing percentages of reference calls for State business, history, family history and advisory services. The second shelf is labelled "How Government Uses Its Records" and shows pictures of the Vandalia State House Interiors and copies of the canal field survey notes used by the Division of Waterways in establishing the right of way for the new Chicago superhighway. Sample reference uses were typed on the speech typewriter and placed on each of the shelves. The third shelf is labelled "How the Public Uses Its Records" and shows pictures of the Cahokia Committee Selecting Documents for Exhibit and a magazine article (Illinois Bar Association Journal) based on research in the Archives. The bottom shelf labelled "Consultation Service" shows pictures of an Indian archivist inspecting photographic equipment and "We Help Tennessee Plan Its New State Library and Archives Building. Besides the sample questions we also display on that shelf our pamphlets on Disposal of State Records and Photography for State Records, also an article on Fragile Documents from Illinois Libraries.

The third case is devoted to the Photographic Laboratory, illustrating types of work done in Still Photography, color Photography, Photostating, Microfilm and Motion Pictures. The boys in the Laboratory were enthusiastic over this opportunity to explain their work and have promised to put on a full scale exhibition of their work next autumn. Mr. East and the Laboratory staff assisted me in preparing this exhibit.

Archives Building

130 new filing cabinets for the Archives Vaults were received the last of June and will be placed shortly as follows: 34 on level 5, 24 on level 7 and 72 on level 12. This will practically complete installation on all floors except level 1 (largely filled with cabinets removed from departmental vaults, and shelving,

and levels 8-10 occupied by the Documents Department of the State Library. Some shelving for the Reference Library - was also received.

On June 28 during a very heavy rainstorm the sewer backed up in the basement, covering the Laboratory with two inches of water. Everything which could be raised off the floor has been put up higher. The microfilm processing machine was in the center of the flood. While none of the machinery was underwater, the lower part of it was and we may have some trouble with rust. The microfilm camera's control box was surrounded by water and the electric cables submerged but we believe this was not damaged.

Visitors.

Miss Donaldson, librarian of the Provincial Library of Saskatchewan visited the Archives in connection with her two days at the State Library. She has nothing to do with the archives - they being under the Legislative Reference Department. An assistant in the archives at Regina was a classmate of Mr. Cassady's at the archival summer school several years ago.

Mr. and Mrs. Robert Lovett of Boston were in Springfield June 23-25 and visited all departments of the State Library. Mr. Lovett, a student of mine at Columbia, is on loan from the Harvard University Archives to the Baker Business Library of that institution. Mrs. Lovett is librarian of the Business Branch of the Boston Public Library. They were returning home from the Special Libraries Association at St. Paul.

Legislation. HB 1130, amendment to the State Records Commission Act, passed both Houses and has gone to the Governor. Miss Rogers and I attended the meeting of the House Subcommittee of the Executive Committee and Miss Rogers explained the bill. I attended two meetings of the House Executive Committee and at one explained the State Library's amendment to the bill. I also attended the meeting of the Senate Judiciary Committee where I was introduced but not called upon to speak. I was not present when the bill was passed in the House, but Mr. Gove, an employee of the Schaefer commission, informed me that one representative (not named), explained his vote against the bill by saying that in his estimation the bill was unconstitutional - that it gives legislative powers to the executive branch. Of course we do not know what the governor may think about this point. I had an answer ready if interrogated on this point in committee: that the Commission is not being given power to authorize destruction of any records which the General Assembly has or may designate as records not subject to destruction.

This bill amends the State Records Commission Act as follows:
 1) There is a new definition of the term "records" - based on the national act.
 2) The ex officio members of the Commission are abolished and two more permanent members added: the Attorney General and the Director of Finance (the latter to represent the Code of Offices). Each member of the Commission may delegate a substitute in the chooses to do so. Unanimous approval of records recommended for destruction is no longer required - just a majority (this in case of not being able to get the full Commission together).

3) Section 4 of the original act which requires that departments secure legislation prior to destruction of records, is repealed. That means that the authorization of the Records Commission is all that is required, which should speed up disposal of records remarkably.

4) Under this act it will be possible for departments, subject to approval of the Commission, to schedule records for disposal - that is, to determine at the time a form is adopted, how long that particular record need be kept.

5) No records may be destroyed without the consent of the State Records Commission, despite earlier legislative permission to a Department to destroy. Some departments, such as Insurance and Revenue, already have excellent legislation; others, such as the Auditor, have secured ill-advised legislation of too broad nature.

Immediately upon signing the bill by the governor, we should call an organization meeting of the Commission and issue an explanatory letter sent to all departments. I presume, since the archivist is named as chairman and the State Librarian is merely a member, that this letter should go over my name (after approval, of course). I shall shortly draft a letter for purposes of discussion.

Retirement of Mr. McHenry. Mr. Charles F. McHenry, clerk of the Executive Department of the Secretary of State's office, who has had a desk in our office for several years, was retired July 1st. Mr. McHenry, who is 79 years old, has reached the 15 year period. He is taking his retirement hard, and we all hated to see him go as he is a most loveable old gentleman. The Archives staff presented him with a tie pin. Mr. Tom Healy has been appointed to the position and is now with us.

Staff Notes.

I have been invited to preside at the Annapolis meeting of the Society of American Archivists, on the afternoon of October 16. Five new state archivists will be presenting their plans and programs.

Respectfully submitted,

Archivist

Report of Field Visitor for June 1951

Completed compilation of services rendered by the Archives for the biennium ended May 30.

Began research on county court house history with special reference to court house fires and loss of records. Survey covered 34 counties for which mimeographed copies of the Inventory of County Archives of Illinois were available. Seventeen counties had fires, Adams and Moultrie each having two. Four counties had complete loss of records. Nine had partial losses.

Assisted in placing Archives display in Centennial building.

Requested and received from Peoria Bar Association a copy of its minutes endorsing the projected microfilming of the records of the county recorder of deeds.

Carried through 1935 compilation of bibliography of Illinois law relating to county government.

Submitted outline of plans for work of the Field Visitor for the forthcoming period.

Ernest E. East.

PROPOSED PLANS FOR ARCHIVES DEPARTMENT
OF ILLINOIS STATE LIBRARY
June 1951

Even before reading the pamphlet on "order" recently circulated, we realized that we need a "housekeeping" project in the archival vaults. The first step in that was taken a year or more ago when we did considerably shifting of materials to provide for expansion of archival series. Next we proposed to go through the vaults, checking inventories, getting the books cleaned (the janitors having had to neglect that of recent years), reneaving and replacing labels, checking to see that all records are unfolded and in proper folders, replacing cellophane wrappers on little used volumes, etc. Mr. Cassady started checking the inventory while I was gone last summer, but so many questions arose that he thought it best to wait until I could work with him on this. Other matters prevented my getting into the vaults to any extent, but when cooler weather comes I hope to be able to devote about half time to this project.

Because of the increasing use of the census records and because searches in unindexed materials is time consuming for both staff and public, it has been best to concentrate on the census indexing. We have had somewhat of a bottle-neck there through the Photographic Laboratory's slowness in getting out the enlargements. Also it proved necessary to do some indexing of the 1840 coincidentally with the 1830 because one roll of 1830 film is largely illegible and has had to be compared - the names in it, i.e. - with the 1840. The laboratory is now working on the last of the four rolls of 1830 and as soon as they get onto the 1840 we can complete the 1830. We hope to get all 1830 indexed subject to checking with 1840, by the time I leave for my vacation.

Most of the unfolding of documents has been completed. Mrs. Robeson is still working on the enrolled laws but will finish that this summer. She also has some little more work on refiling the Secretary of State's early correspondence. The largest bulk of folded material is in the miscellaneous material sent over by the Adjutant General. This is in fair order but needs some refiling within bundles. I propose to use summer extra help for that.

The next job should be to get at least the main serials brought up to date in the Information file (catalog) and analyticals made. Miss Scheffler some several months' more work on the canal records then she can help me on that. Mr. Cassady can also do cataloging though he is better on the reference angle which really takes most of his time. Much of this is going to require my own work and I think it best to handle this with our own staff than to try to get outside catalogers who would have to be trained in our own ways of doing it. I believe we can handle this ourselves with present staff.

There seems to be less need for a field visitor to do the sort of work which Mr. Blood did. I still feel that while we should assist county officials with their technical problems when they ask for help, our major responsibility towards local records is to ensure the preservation of our historical heritage. I would

very much like to see a revival of the project approved by Mr. Hughes but never carried out, of a systematic microfilming of the older records of the counties. We now have the technicians and a field visitor with historical background and capacity for selecting and supervising such work. We do not have a microfilm camera of sufficient portability, but the Recordak people make such a camera. Whether one could be procured in the present tight situation I do not know, but perhaps we could trade in our at present seldom used larger machine - not give it up for good but perhaps make some loan exchange. The University of Illinois Historical Survey and the Historical Library are interested in a joint project with us for microfilming the early French records. The original idea was that this should be printed in Illinois Historical Collections. My own idea is that this might better ~~be~~, and of course much more cheaply, be prepared as a microfilm edition like some of the Library of Congress and National Archives editions of source materials. That is, that a competent editor should prepare copy as if for printing, but instead of printing take orders for microfilm copies, our three institutions meeting the overhead and then selling at cost. For the difference between that and printing in Illinois Historical Collections we ought to be able to do considerable microfilming in early county records.

The future of "Illinois Archival Information" in Illinois Libraries is causing me considerable concern. This has always been a rather hit or miss proposition though we have run at least three series - my lectures on Records Making, the Significant Documents and the Checklist of Illinois Documents. We have also written articles on various phases of archival technique and printed a few outside articles. I have not been successful in soliciting articles to be written by outsiders. For instance, I tried very hard several years ago to get a series on specialized archives in this state, but got no favorable responses. Since my own articles on technique have come out - and many of them were pioneering ventures - other treatises have brought those subjects up to date and I see no reason for rewriting them. The original purpose of the column was to interest librarians in archives. It was quite incidental that what actually happened was that this for a few years at least became a journal read by archivists. I do not think we now need to run an archival technique, or shall we say, a trade journal. Neither do we need any longer to seek library support for the archival profession as we did in the early days of the Society of American Archivists. In other words, the original purposes for which the column was created have been served and perhaps we could consider dropping the column. I say, consider, not "I recommend" for I think the column has too much prestige to be abandoned. In the future, however, I feel that we should print things more particularly of interest to librarians, but what? I think this should be a policy matter discussed with the State Library Advisory Board.

A most pressing matter is the physical deterioration of the records which need repair and rebinding. I was rather conservative about recommending a laminating machine until others had experimented with this new process. The crepelin now obtainable is prohibitively expensive both in original materials and in labor cost, and the quality is not what it was. I am now ready to recommend that a laminating machine be purchased and that a technician be placed

in charge and given thorough training. There is also need for someone who understands binding and repair of books. There is enough work in the field of laminating to take several years' time - and that urgent. The British Public Records Office has apparently overcome some of the difficulties about professional binders by tipping documents onto paper strips which are then laced into binders. We could do something similar here using the stock locked binders made for photostated county records. I hate to lose Mr. Bish from the Photographic Laboratory, but he is exactly the type of man who would take pride in doing good repair work and has considerable mechanical ingenuity for experimental work. If something is not done soon for many of these documents they will be completely lost. Included among those in most urgent need of repair are the Altgeld correspondence (closed to public for several years because in such bad condition), the Perrin Collection and the World War I bonus records.

This may not seem like many suggestions, but I doubt if I can accomplish all of these objectives before I have to retire. I am doing my best to get everything in shape before I leave.

Respectfully submitted,

Archivist

June 28, 1951

Outline of plans for work of the Field Visitor for Archives

The Field Visitor thinks his position is justified by the policy of the State Library and the Archives Department which is to assist county officers with their record problems and to encourage the reproduction of their essential records as insurance against loss by fire or other causes.

He has attended within the last year conventions of county officers in Springfield and Chicago and has made a limited number of calls on individual officers. He would like to have authority to extend work in connection with projected microfilming programs in several counties which are known to be considering purchase or rental of microfilming equipment.

The Field Visitor has compiled a bibliography of Illinois law relating to county government from 1818 through 1935. It is the plan of his superior that this shall be brought down to date and assembled in suitable form for reference purposes.

To support recommendations for microfilming of essential county records, the Field Visitor has compiled from the Inventory of the County Archives of Illinois (Historical Records Survey) the history of thirty-four county court houses with special reference to loss of buildings and records by fire. He plans to complete this study soon.

The Field Visitor as a county board member (Peoria); as an officer of local and State historical societies, and in his private capacity, long has worked to encourage the preservation and suitable housing of public records. Only with the use of official records can the history of county and local governments be written in many instances, especially in the early period. These and later records also have important administrative uses.

It appears to the Field Visitor that a most important service to the people would be a long-range program by the State to promote the microfilming of selected county records (later, perhaps, municipal records) and the deposit of films in the special archives vault. Records of title to property probably rank first for economic reasons, and early county commissioners' court records of the older counties are of leading importance from the standpoint of historical interest.

Most county record officers, especially recorders of deeds, already are "sold" on the wisdom of reproducing records as insurance. County boards, however, have been slow to appropriate funds for this purpose. One county recorder informed the Field Visitor that he had recommended and urged a filming project to his board but that his politics did not agree with those of the majority of the board and this circumstance made it doubtful whether he would be granted funds to proceed.

Lawyers, among others, make frequent use of the records of courts, of deeds and other property transactions, and as individuals doubtless are strongly in favor of microfilming as a measure of security. The Peoria county recorder of deeds, first to deposit films in the archives building in a comprehensive program of record reproduction, obtained the endorsement of the local bar association. The Field Visitor has procured an extract from the minutes of the association (signed by the secretary) in which the endorsement is recorded. It may offer suggestions to other county recorders, or other officers, who might use it to advantage in conversations with their board of supervisors or county commissioners.

Numerous lawyers are members of the Illinois State Historical Society and a number are known to the Field Visitor. It would not be difficult, he thinks, to persuade some of them to get recommendations favoring microfilming by local bar bodies. The historical society has a committee on record preservation, the 1950 chairman of which requested and received from the Field Visitor, information on the services rendered by the Archives Department.

It might be possible to gain endorsement of record microfilming by the Illinois State Bar Association.

Some judges of county, probate and circuit courts and members of the General Assembly doubtless would give their approval to record insurance, if suggested, and in time the procedure would gain acceptance. Forty-two counties in Illinois today record real estate transactions and other instruments by photostat or rectograph. This procedure was almost unknown in Illinois county government until a decade ago.

A survey only partly completed by the Field Visitor indicates that court houses in seventeen counties out of thirty four studied--FIFTY PER CENT--were destroyed or damaged by fire. All records were destroyed in four counties. In five others the larger part of records was lost. Four other counties suffered partial loss of records.

Hardin county lost all records for 59 years; Cumberland 42 years; Cook 40 years, and Jackson 27 years. Fires in Moultrie twice destroyed court houses with heavy loss of records in each instance. Adams county also had two complete building losses but all records were saved in the second fire. If this ratio of loss should be maintained upon examination of the fire experience of the other 68 counties then fifty-one counties had court house fired.

The Field Visitor is of the opinion that if a county microfilming program has merit to recommend it then it deserves bold promotion.

Ernest E. East
Ernest E. East
June 28, 1951

ARCHIVES ACCESSIONS
June 1951

Secretary of State

Corporation Dept.

Corporation index cards

5590 cards

Index Dept.

Deeds and abstracts to State
real estate (1 case)

6 documents

ARCHIVES REFERENCE
June 1951

Routine Departmental Calls

Secretary of State	
Corporation Dept.	
Annual reports	107
Index cards	40
Correspondence	2
Executive Dept.	
Commutation of sentence	1
Notary bonds	1
Trade marks	4
Index Dept.	
Enrolled laws	15
Elections	12
Bookkeeping Dept.	
Automobile fee book	2
Securities Dept.	
Closed cases	1
General Assembly	31
Governor	
Correspondence	1
Insurance Dept.	
Annual reports	2
Liquor Control Commission	3
Waterways Division	2
	<hr/>
	224

Genealogical, Historical, etc.

Genealogy	
In Person	
1840 census	2
1850 census	5
Name index (Phone only)	40
Civil War	29
Spanish American War	3
Miscellaneous	3
By Mail	
Census	9
Civil War	27
Spanish American War	1
	<hr/>
	119

History	
In Person	
General Assembly	1
1850 census	1
Miscellaneous	3
By Mail	7
	<hr/>
	12

Advisory	1
	<hr/>
	1

Grand Total

356

ARCHIVES CATALOG
June 1950

Name Index

1830 federal census

Monroe county
Jackson county
Crawford county
Edgar county

358
297
438
708
1,831

1850 federal census

Cass county

2,604
4,455

VAULT ADMISSIONS

Adjutant General	3
Auditor of Public Accounts	11
Civil Service Commission	5
Illinois Commerce Commission	5
Dept. Insurance	1
" Mines & Minerals	1
Supt. Public Instruction	1
Dept. Registration & Education	39
Teacher's Retirement	17
State Treasurer	26
Sec. of State	
Corporation Dept.	4
Court of Claims	1
Executive Dept.	28
Index Dept.	1
Supreme Court	2
Div. of Waterways	<u>7</u>
	132

PHOTOGRAPHIC LABORATORY
Report for June 1951

Photostats

	<u>Negatives, Single</u>	<u>Negatives, Double</u>	<u>Positives</u>
State Library	42	3	
Archives	65	4	
Census enlargements	81		

Corporation Recording	<u>107</u>	
	295	

7

Photographs	<u>Negatives</u>	<u>Prints</u>
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Secretary of State (Publicity)		410
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State Library Exhibits	<u>3</u>	<u>9</u>
	3	419

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for July 1951

Receiving Room

The month of July has been the most active for the Receiving Room since we moved into the Archives Building. We estimate that well over half a million records have come into the building this month. We still have one department, Liquor Control Commission, awaiting its turn at the fumigator.

Archives Accessions. The following Departments have transferred records to the Archives proper:

Secretary of State

Corporation Department

Executive Department.

In process. All records except Pardons for period 1941-45 are being transferred from the Departmental Vault to the Archives.

We refused to accept certain pardon records offered as being too recent date.

Index Department

The 1949 enrolled laws were the largest transfer, the other two being minor.

General Assembly.

All records of the 67th General Assembly for 1951 are now over except the Journals which are still being prepared for printing in the office of the Index Department.

Adjutant General

General Boyle sent the remainder of the civil war records.

The Department of Education transferred certain files which have been microfilmed for office use. I have insisted upon the preservation of the originals since these are not "closed case" records and I believe the necessary supplemental rolls are going to be too awkward to handle in a few years. Another case where sales pressure rather than understanding of the essential nature of the records determined Departmental action.

The Peoria County Recorder brought the rest of his security microfilms - a total of 387 reels. These microfilms are merely on deposit with us so perhaps should not properly be called an accession.

Departmental Vaults

Mr. Vicars, Chief Clerk of the Secretary of State's office has reallocated space in the Departmental Vault section as follows: 12 North Bay 10-11, formerly assigned to Executive Department, reassigned to Securities Department. 12 North Bays 6-7, formerly assigned to Securities Department, reassigned to Division of Safety Responsibility.

One bay of the Executive Department's Vault has been equipped with legal size cabinets from the Departmental Vault stock, by direction of Mr. Vicars. One shelf unit was transferred to the Department of Registration and Education vault.

Departments have transferred records to their vaults as follows: Attorney General (1st transfer to his vault), Auditor of Public Accounts, Department of Registration and Education, Secretary of State's Executive and Index Departments and the State Library.

Staff Work

Some of the staff reports were not on file at the time this report was being written. Though I think I know what each member of the staff has been doing, I may inadvertantly omit something here.

Mr. Cassady, Mr. Rountree and I have devoted most of our time to supervising transfers and checking in new accessions. Mr. Shipp, head janitor, was away on vacation two weeks, and both elevators were "out" periodically during the whole month. Mr. Rossiter generously furnished extra help, but everyone concerned had a good "workout." The three of us had a good deal of "leg work" in connection with supervision of movers, and Mr. Cassady and Mr. Rountree did a lot of actual manual labor in the matter of shifting of drawers when janitors were not immediately available and in cases where they wanted to avoid mix-ups. For instance, one file on the 5th level had to be shifted to make room for the 67th General Assembly records; all files in the Special Vault were shifted into the new cabinets which supercede the old 4 - drawer files formerly used there.

Mr. Rountree and Mr. Bish were sent out on bookmobile work July 23 and 24.

Mr. Bish was on vacation July 14-21, Mr. East July 28 - August 4.

I was unable to keep to my schedule which was planned to finish the first draft of the index to the 1830 federal census. I got ahead of Mr. Bish on enlargements and the census index cards ordered in June have not yet arrived. The chief indexing job I accomplished was an index to the "Pensions for revolutionary war and military services" of the 1840 federal census. I checked the names ver carefully, thinking this might be something we could publish in Illinois Libraries. Later I discovered that the Census Bureau had published the list for the entire county in 1841. I found many errors in the printed list, also was able to supplement sections in our copy. Too bad that the entire schedule of heads of families wasn't done back then.

Miss Scheffler attended the 7th Annual Institute for the Preservation and Administration of Archives held under the joint sponsorship of American University, the National Archives, the Library of Congress and the Maryland Hall of Records. She is filing a separate report on this. Since her return to the Archives she has been filing index cards which accumulated during her absence and has resumed work on the canal records, particularly the inventories of maps.

Miss Mary Rose Basler, a student of Wesleyan University, who is here for the months of July and August, is unfolding, cleaning and refiling the miscellaneous original civil war files of

the Adjutant General's office. This is slow work as the individual documents are often not identified at all, or inaccurately described, on the endorsements. Also most require cleaning with artgum. Miss Basler has completed the work for the 7th - 12th Infantry regiments. This is only a fraction of the work to be done on these records. Since the records for each regiment are tied together, Mr. Cassady and I thought it best to have what work could be done, done in a thorough manner. Miss Basler is interested, intelligent and apparently accurate. I would be glad to have her added to the permanent staff as she fits in well.

Mr. Rountree has been so occupied with other duties belonging to his job that he has had little time for filing. However, he has filed 12 drawers of the A's of the For Profit Corporation Reports.

Mrs. McFadden has been checking in General Assembly records, also preparing folders for same. She reports making 890 cards for the Champaign county census of 1850.

Mrs. Robeson has nearly finished the unfolding and transferring to new folders of the Enrolled Laws through the year 1941, leaving only 1943 and 1945 to be done, also some relabelling of earlier folders and placing new guide cards. She has been alphabetizing cards most of the month.

Fortunately the mail reference has been rather slow this month. Most of letters involved search in civil war and census records.

Mrs. McFadden is working chiefly at checking in and filing General Assembly records.

Mr. East, being on vacation at this time, has not filed a report for July. On July 1 he dedicated an historical marker at Peoria.

Archives Building

6 drawer legal size filing cabinets were installed in July. 70 of these, equipped with locks, have completed the installation for the Special Vault. 60 of same size, without locks, were placed on the 12th level of the Archives Vaults.

Additional shelving completes the installation in the Reference Library.

New draperies for the small conference room and a new picture for the archivist's workroom were hung during the month.

Three new Westinghouse, Mobilair fans have also been provided, two for the second and one for the first floor. All are greatly appreciated and do seem to help more than ordinary fans.

A new portable Griscoombe Microfilm Reader, purchased from Remington Rand has been placed in the archival administration office on the second floor. Although much cheaper than the Recordak models in the Reference Room I like it better, because the projection is onto a white paper and there is less eyestrain.

We find it necessary to darken the room, however, and the first bulb burned out after only a few hours of use. Because of the openness of the apparatus, however, heat does not seem to build up as much as in the older readers and we think perhaps this first bulb might be defective. I am not yet ready to recommend the substitution of this model reader for the older type for patron use. Loading of film and operation is simple, the magnification is greater. Disadvantages (from the point of view of our own Reference Room) are the necessity for (a fairly wide flat top table and for darkening the room.) For the work I do - chiefly brief checking, I find it satisfactory. It certainly saves my time to have this reader readily available.

A new drafting table has been furnished for Mr. Rountree.

Visitors.

Professor Charles H. Coleman of the Social Sciences Department at Charleston Teachers' College brought his graduate class on local history. All were interested and several asked questions about possible theses subjects.

Miss Essin's graduate class in Library Extension Work also toured the Archives.

Visitors from France, 14 states and 31 towns and cities signed the register.

Illinois

National Association of State Libraries.

The annual convention of this group was held at the Drake Hotel in Chicago July 12 with an adjourned session at Springfield July 14. I attended the morning session July 12, also the luncheon which followed. I took copious notes but have not been able to locate them since my return. As it is not like me to lose anything, I expect this little notebook will turn up somewhere in my office before long. My thoughts have been too occupied with archival problems this month to organize my memories sufficiently to give a satisfactory report at this time.

On Saturday July 14 the State Library was host to the group. Eleven state libraries sent representatives: Colorado, Louisiana, Maine, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oregon, Rhode Island and Tennessee. Several public libraries also joined the group of thirty guests. The noon train was met by station wagons and private cars. A buffet luncheon was served on the Archives Building roof. Following that all members of the Archives staff returned to their desks and the visitors taken for a tour of all the departments of the State Library after which they were free to return to any division in which they were particularly interested. Most preferred to return to Miss Rogers' office for informal discussion of mutual interests. Those returning to Chicago on the evening train were taken for a tour of the city by staff members. Those remaining over night were guests of Mr. Marguardt at the Wagon Wheel and later at the New Salem pageant "Forever This Land." Two, Mrs. Peck of New Mexico and Miss Sherwood of Rhode Island stayed over until Monday.

The General Committee was comprised of Miss Norton, Mrs. Curran, Mrs. Langsdon, Miss Bailey, Mrs. Mc Mullen, Mrs. Ennis, Miss Wright and Mr. Bolair. Chairmen of sub-committee's were:

Luncheon, Miss Osterholtz; Transportation, Miss Bowles; Tour, Miss Nichol; Kits, Miss Murray; Physical arrangements, Mr. Gaupel. Miss Rogers and her husband bore the heavy financial burden. It is impossible to signal out any few for special commendation for all the State Library staff cooperated enthusiastically and the occasion was worthwhile for us from the point of view of the boosted morale of the staff, even if other tangibles had not resulted.

State Records Commission Act.

H B 1130, passed by the 67th General Assembly, has been signed by the Governor. I am working on a bulletin to be circulated together with a copy of the act as it reads after revision.

Civil Service Examinations.

Civil service examinations for Archivists II and III have been set for October. I have had several consultations with the Civil Service Commission as I have again been invited to serve as consultant.

Archival New Notes.

Dr. Roscoe R. Hill, retired, was recently given a merit citation by the Cuban government, in recognition of his work for Cuban archives (chiefly, but not entirely, his inventory of European archives relating to Cuban history).

Dr. Solon J. Buck has been promoted to Assistant Librarian of Congress.

Perhaps the most significant development of the year in archives is the interest in the building of warehouses for storage of business records not dissimilar in organization to the cooperative library centers. The National Records Management Council is sponsoring such a plant in New York and several are under discussion as commercial enterprises in Chicago and under a mountain in the Hudson river region.

In two other matters which records management people are changing their positions. The National Records Management Council now say that microfilming (including necessary overhead in preparation of records for filming) is at least as expensive as building warehouse storage, even under present building costs. Since this Council is sponsoring such a warehouse, its advice is not completely disinterested. However, it is a right - about face position for Ed Leahy who formerly headed Remington Rand's Microphotographic Section. I am glad, however, that archivists and even microphotographers, are coming to admit that microphotography has its limitations and is not the cure - all it was first thought to be.

The second trend is towards a more conservative attitude on the part of the National Archives about destruction of records. This so-called atomic age is making them wonder whether the duplication of records in field offices is as much of an evil as they once thought. For a while they were going to keep only one copy, and that at Washington. Now they are slowing down on this destruction.

Another technological change has not yet hit archivists as it will, and that is the question of what the punched card method of compiling records is going to do to archives. One thing which I don't think has been even considered as yet is the durability of the cards used. The latest advertisement which has come in is for a combination of punch card with microfilm.

I don't know enough about any of these matters to write intelligently about them, but I mention them as topics to which we should all be alert both in general reading and at the pending convention.

Respectfully submitted,

Archivist

INSTITUTE FOR THE PRESERVATION AND ADMINISTRATION OF ARCHIVES

July 9 - July 6, 1951, Washington, D.C.

Report : Emma M. Scheffler

The seventh annual Institute for the Preservation and Administration of Archives was held June 9 - July 6, 1951 in Washington, D.C. The Institute, sponsored by the American University in cooperation with the Library of Congress, the National Archives and the Maryland Hall of Records was under the direction of Dr. Ernst Posner, Director of the School of Social Sciences and History of the American University.

Three foreign countries and ten of the United States were represented among the twenty-two members enrolled. One member from each of the following: France, Puerto Rico, District of Columbia, Virginia, Louisiana, Illinois, New Jersey; two members from New York, Ohio, California, Georgia; three from Canada and four from Pennsylvania made up the class. State libraries, college and university libraries, public libraries, Public Archives of Canada, Pennsylvania Historical Commission, Friends Historical Society, Departmental Records Branch of the Adjutant General's office, Dept. of the Army and Public Administration Service were represented.

Classes were held in the National Archives building. Several archival centers were visited including the Maryland Hall of Records, Annapolis; the Departmental Records Branch of the Adjutant General's Office, Department of the Army, Alexandria, Virginia; the Manuscript department of the Library of Congress; and the Catholic University.

Lectures on various subjects pertinent to the preservation and administration of archives by members of the staff of the National Archives, the Library of Congress, the American University and the various centers visited, were presented. The lecturers, specialists in their particular fields and the subjects covered were as follows:

Dr. Ernst Posner:	General lectures and coordinator of archival theory and practice.
Helen L. Chaffield:	Principles of record administration
Dorothy V. Martin:	Use of cataloging techniques in work with records and manuscripts.
Dr. Solon J. Buck:	Manuscripts division of the Library of Congress
Dr. Lester J. Cappon:	Collection, arrangement, description and publication of manuscript material.
Mr. Sherrod East:	Application of photographic techniques to work with records and manuscripts.
Dr. Morris L. Hadoff:	Calendaring; Indexing; Photographic equipment; Repair and preservation of documents.
Capt. Victor Gondos, Jr.:	Equipment and storage facilities for archival agencies and manuscript depositories.
Mr. Herman R. Friis:	Maps. Conducted tour of the Cartographic Records Branch of the National Archives.
Rev. Henry J. Browne:	American Church and Institutional Archives.
Mr. Oliver W. Holmes:	American Business Archives.

CLASS SCHEDULE

Classes, held in the Conference Room of the National Archives building, were scheduled from 9:00 - 11:30 A.M. and from 2:00 - 4:30 P.M. Monday through Friday. One class was held on the morning of the first Saturday, July 4th was a holiday.

Three days were spent in Annapolis at the Hall of Records; one day at the Department Records Branch, Alexandria; and one afternoon at the Catholic University.

Classes were conducted in a most informal manner. The lecturer remained seated. The members of the class were seated at tables, arranged in squares. Smoking was allowed during class period, ample ash trays being on the tables.

All lectures were well presented. A typed outline was presented at the opening of the lecture which helped in following the lecturer and assisted in making notes. A few, however, seemed outstanding.

Mr. Friis enthusiasm and rapid flow of information made his lecture especially interesting. He illustrated his lecture with a collection of the various kinds of maps and the purpose of each. His lecture was followed by a tour of the Cartographic Records Branch of the National Archives where a wonderful display of rare and important maps were seen. Among the ones I remember were Peary's map of the North Pole, a small map made by him, the first of the Arctic region; one of three original maps of the Spanish conquests in North America, beautifully decorated with illustrations of palm trees, etc.; a map of the Lewis and Clark expedition, original made by Meriwether Lewis; all of which were thrilling to see and touch. Seized maps from the Japanese, some of which had been made by the United States, showing the coast line of our possessions and information added by Japanese fishermen. Among the Japanese maps, taken during World War II, was one little weather map which had been made in the cartographic division, found its way to Japan and was returned with the maps seized right back where it had originated. We were shown a group of weather maps which had been made from records in the National Archives in the study of the dust bowl areas of the western states. Records of more than 50 years were consulted and maps reassembled for studies in winds, rainfall, droughts, soils, crops, etc. to help in the rehabilitation of areas and the reclaiming of lands in the dust bowl areas. The hurried tour and Mr. Friis rapid fire lecture made it impossible to make notes.

The visit to the Departmental Records Branch of the Adjutant General's office at Alexandria gave one a picture of the actual set up of a depository branch. The branch is housed in several buildings along the waterfront of the Potomac River. Among the records are records seized and used at the Nuremberg trials in Germany. These include not only army records but records of private enterprise. Naturally the material is confidential and no examination of these records could be made. They are being serviced by Mrs. Posner and several members of the military personnel who are familiar with German and French as well as other foreign languages.

The photographic laboratory of this branch was of interest. Similar to the one in the Illinois State Library but not any better equipped. Films were stored in metal cabinets which were automatically humidified and heat controlled. Scholars doing research may use records filed in this branch. Small cubicles are arranged for their convenience.

The Catholic University provided another picture of archival depositories. Father Browne has done considerable work toward developing the archives department of the University. His use of simple, but effective, equipment in contrast to the elaborate and expensive equipment of the National Archives was of special interest to members of the class. Informality was observed here also.

Father Browne in his black cassock, seated on the edge of the table and Dr. Posner, with foot upon the funeral looking boxes of records, which had arrived during Father Browne's absence in Europe, made an amusing setting for a delightfully witty and informative question and answer repartee between these two well informed gentlemen.

This was followed by a tea, of punch and wafers in the Lima library. The

collection of books, portraits, objects of art, etc. are housed in the four basement rooms of the University library. They were presented to the University by the South American Ambassador, Olivera Lima upon his death. The books of the collection are for the greater part in Portuguese and Spanish. They are housed here but no money is available for cataloging them.

One felt transported to another world when upon the campus of this university. The many nuns and priests, attending the university, made an interesting picture as they walked across the campus, with the high wind blowing their habits and cassocks. It had never been my privilege to see so many different orders with their variations in habits. The nuns in white, cream, black, brown and blue, light and dark; the priests in brown, black cassocks with white collars and without collars, some with sandals, others with shoes as well as stockings ~~or~~ all going about their studies made a scene equal to any pageant. The lovely buildings on the campus and the many homes of the various orders made the setting a lovely one, somehow with a bit of old world flavor.

Certainly nothing old world about Father Browne, he is definitely modern. His ready wit and keen sense of humor made the days memorable one.

The last of the three days at Annapolis, with classes at the Hall of Records, was to my mind the most interesting. The demonstration of the Barrow's lamination machine was impressive. It all looks so very simple and the documents look so well preserved that the class felt that the expensive equipment was the only reason for not having it in use in every library where documents need mending and preservation.

Dr. Radoff pointed out that not only were they preserving documents but they had learned that the lamination process was a wonderful publicity ~~agent~~. Senators, legislatures as well as laymen were duly impressed by records restored and preserved by the lamination process.

PROJECTS

The projects included papers in the National Archives, the Library of Congress, Current records of the Bureau of the Budget, disposition of records, microfilm and photographic problems. The projects in the National Archives included:

- Civil war records, Adjutant General's files in National Archives
- Bureau of Refugees, Freedmen and Abandoned Lands
- United States Consular Post records
- United States Diplomatic Post records
- Records of the Christian Assembly, Civil War period
- Records of Army Posts in the western states, 1856-1908.
- Miscellaneous letters in the records of the Office of Secretary of War
- Records of General Henry W. Halleck, Civil war period
- Papers of General George A. Thomas, Civil war period

Library of Congress

- Papers of Clara Barton
- Papers of Roberts, author of Robert's Rules of Order
- Papers of Merchant engaged in the East India Trade, late 19th century, principally trade in opium.

Bureau of the Budget

- Current records of the Bureau

Microfilm and photographic problems. Current records and special projects in this field
Disposition of records, special project

My own project was to make a preliminary inventory of the Papers of General George Henry Thomas. These records covered the Civil War Period and contained copies of letters, telegrams and reports upon the various campaigns and battles in which General Thomas was engaged. Many of them have been printed but time did not permit a complete check of the records. A survey was made for an over-all picture of the collection. Few original records were found most of them being copies of letters, telegrams etc. made in the field office. Twelve boxes and several bound volumes made up the collection. Some of the records concerning particular battles or campaigns were stapled together, others were arranged in chronological order, others badly mixed. Dr. Drewry, my supervisor, suggested that only a brief outline should be made as time did not allow for a detailed report upon the collection. I did not feel that I did justice to the collection. More time was necessary to do the kind of study I would prefer to do. However, Dr. Drewry seemed to think my work was alright. Only a few of the members of the class were able to complete their projects.

GRADUATION

On Friday afternoon, July 6, 1951, following final reports upon the various projects, a very informal but impressive ceremony was performed in conferring diplomas upon members of the class. Our final examination had been held in the morning. By 4:00 o'clock dignitaries of the various groups, sponsoring the Institute, gathered to witness our "graduation".

Dr. Paul F. Douglass, President of the American University; Wayne C. Grover, Archivist of the United States and other members of the staff of the National Archives; Dr. Solon Buck, representing the Librarian of the Library of Congress; ~~teachers~~ teachers, supervisors and friends attended the exercises. Diplomas were presented in a formal manner by Dr. Douglass. The ceremony was impressive. We felt very proud when we were informed that we had earned the title of "Archivist".

Four weeks of intensive study can change one's attitude and to set new goals to be achieved. We were fortunate in having congenial and friendly people in the class. A very nice atmosphere and fellowship was felt during the four weeks we were together.

Punch, nuts and wafers helped to make our last afternoon together a pleasant one. The Institute was completed and we each went our separate ways richer for having had this experience.

EXTRA CURRICULAR ACTIVITIES

A trip on the Chesapeake and Ohio Canal; three boat trips on the Potomac, one to Mt. Vernon; sight seeing; Army Band Concerts; Watergate Opera; trolley rides; picnic in Rock Creek Park; a delightful party at the Posner's new home site on Ridge Road, Arlington, where we could see the Capitol Dome, the Potomac river and the "Merry-Go-Round" near the Pentagon building; visiting friends and enjoying the fellowship

of my classmates; dinner with Dr. and Mrs. Posner, Capt. and Mrs. Gordon to renew our fellowship at Glenwood Park, Colo.; a visit to the Zoo and eating sea food as often as possible.

Before I complete my report I wish to again thank you, Miss Rogers, Mr. Vicars and Miss Morton for making it possible for me to attend this splendid institute. Four weeks in Washington is a wonderful experience. I do appreciate the privilege granted me.

I do not wish to be greedy but if at all possible I should like to attend the meeting of the Society of American Archivists when they meet in Annapolis this coming October.

It was ^{my} intention to make this report a bird's-eye view of the Institute but as Dr. Posner would say, I seem to have succeeded in making the "bird fly very low".

Respectfully submitted,

M. Scheffler
Illinois State Library
Archives division

July 31, 1951

Report of Field Visitor for July 1951

Continued study of county court house history for purpose of compiling record of losses of county records from fire. Sources included Inventory of County Archives; standard county histories, and a series of articles by Robert L. Conn which ran in Illinois Bar Journal for nineteen months in 1938 and 1939. With the study approximately half completed it appears that no fewer than twenty-five court houses were destroyed by fire, most of them with total, substantial or partial loss of records.

Assisted in placing display of archival material in the Archives Building.

The Field Visitor made the principal address at the dedication of an historical marker, sponsored by the Illinois State Historical Society, at Peoria on Sunday, July 1. He went in company with Dr. Harry E. Pratt, who also spoke briefly. The marker was titled PIMITEOUI, meaning "fat" lake, "the Illinois Indians' name for Peoria lake. Combined were principal developments of the early day: the passage of Jolliet and Marquette, 1673; erection of Fort Crevecoeur by LaSalle, 1680; Fort Saint Louis, 1691-92; Old Peorias Fort and Village, 1730; new village of Peorias, 1778; French Trading House, also called Opa post, before 1818; first American settlement on Peoria Lake, 1819. The field visitor wrote the legend as chairman of the Committee for Marking Historic Sites.

He talked briefly on procedures for collecting local history to members of a student group from the State Teachers' College at Charleston. They visited the Archives Building.

Guided Wayne C. Townley, lawyer visitor from Bloomington, to record of service of John Salzman, Civil War soldier of McLean County.

Did research on Pierre Bureau, Beuro or Buero, reputed early trader in the present Bureau county, this for an inquirer in Canada.

Wrote four letters on the subject of a proposed uniform law on microfilm as evidence in a court of law.

On Vacation beginning July 21.

Ernest E. East

ARCHIVES ACCESSIONS

July 1951

Secretary of State

Documents Drawers Volumes Microfilms

Corporation Dept.

Index to Domestic Corporations

Vols. V-W

Executive Dept.

Notary Public Commissions,

1935-42

Notary Public Bonds, 1941-45

Index Dept.

Real estate title records, 2 cases

Enrolled laws, 66th G A

Progress Party Petition, 1950

General Assembly, 67th, 1951

House of Representatives

Clerk

Engrossing and Enrolling Clerk

Senate

Secretary

Adjutant General

Civil War Records

Department of Registration and Education

Qualifying Applications, 1917-45

68 drawers

Chiropody

Dental

Nurses

Pharmacy

Real Estate Salesmen

Real Estate Brokers

Peoria County Recorder

Security microfilms, records of

his office

Documents	Drawers	Volumes	Microfilms
130,263	31	167	287
			287

Report for July 1951

State Business:

Secretary of State

Corporation Dept.

Annual reports 91
Index cards 30

Executive Dept.

Notary Bond 1
Pardons and Paroles 1
Trade marks 3

Securities Dept.

Closed cases 3

Index Dept.

Deeds to State Property 3
Enrolled Laws 13
Elections 15

General Assembly

23

Liquor Control Commission

Liquor licenses 2

Registration and Education

Real estate licenses 2
191

Genealogy, History, etc.

Archival Technique

In person 2
By mail 8

10

Family History

In Person

Censuses 6
Name Index (Phone only) 42
Spanish American War 4
Civil War 44

By mail

Census, etc. 6
Spanish American War 3
Civil War 4

109

History

In Person

County Board Transcripts 1
Pardon records 1
History State Depts. 1
State Treasurer's records 1
Gross' Index 1
Corporation Indexes 1
Executive Register 1
Miscellaneous reference books 7

14

Grand Total

324

ARCHIVES CATALOG
Report for July 1951

Catalog: None

Name Index:

Revolutionary Soldiers, 1840 census
Tazewell County, 1830 census
Shelby County, 1830 census
Cass County, 1850 census
Cross reference

226
769
586
7725
52

9338

VAULT ADMISSIONS

Adjutant General	3
Div. Architecture & Engineering	2
Attorney General	1
Auditor of Public Accounts	42
Civil Service Commission	10
Illinois Commerce Commission	2
Illinois Liquor Control Commission	1
Ill. State Historical Library	2
Dept. Mines & Minerals	1
Sec. of State	
Corporation Dept.	1
Executive "	28
Index "	2
Securities "	4
Supt. Public Instruction	1
Teacher's Retirement	24
Dept. Registration & Education	39
State Treasurer	31
Supreme Court	1
Div. of Waterways	4
	<hr/>
	199

PHOTOGRAPHIC LABORATORY
July 1951

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library		
Reference Dept.		
Miss Rogers	3	6
Archives	8	
For Historical Library (Lincoln item in archives)	2	
For Exhibits	9	
Census enlargements	251	
For Div. of Parks	12	
Operator's license	1	1
Corporation Dept.	119	
Index Dept.	10	
	<u>415</u>	<u>7</u>

Photographs

	<u>Negatives</u>	<u>Prints</u>
Operator's license for FBI	4x5 5 4x5 12	4x10 5x7
State Library		
ALA Presidents	6	6
NASL		20
Shipping Room:		40
Instructions		21
U of I visitors		50
Blue Book portraits		
	<u>11 12</u>	<u>137 25</u>
		<u>25</u>

Microfilm

For Division of Waterways

Frames
632

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
August 1951

Accessions

The Executive Department of the Secretary of State's office transferred its files through the year 1946. The Securities Department transferred its Statement of Receipt Financing which would not go into its new Departmental Vaults. Monthly transfers to this series are expected for the future. The Index Department transferred a few deed and abstract records.

The Senate transferred its records, early for them.

The Registration and Education Department transferred the original dies for seals for some of its predecessor departments. This is the first time we have received official seals, but presume such transfers are a safer practice than destruction, especially since these can be used for comparative purposes in case of fraud.

Departmental Vaults

The Securities Department moved its records into its new quarters and the Executive Department reorganized its files. The following Departments moved additional records to their vaults: Liquor Control Commission, Division of Parks and Memorials and Auditor of Public Accounts.

Staff Work

My plans to complete the indexing (but not checking) of the 1930 federal census before going on my vacation were stymied, first by delay in receiving the printed index cards, then by delay in getting the Griscoe Reader repaired, and finally, by a misplaced shipment of photographic paper. I have kept busy despite not being able to complete planned work. I indexed the names for about half the last reel for the 1930 census.

Mr. Cassidy is trying to get better control over the Adjutant General's records. In his words, "The Adjutant General has sent to the Archives their records of the Spanish American, Civil, Mexican and Indian wars. The preliminary arrangement has not been sufficient to familiarize the writer with the true contents for reference and research purposes. I have been unfolding and placing in folders the several series and perusing them for a better understanding. I have finished the Black Hawk and Spanish American Wars and have been working on one series of the civil war. One civil war series concerns the military census prior to the war (alphabetical by county), but also contains some information concerning the national guard (i.e., militia) from 1840 to 1890, as well as correspondence relative to election of officers, commissions, reports, requests for arms, etc.

"This work combined with conference with Miss Mary Basler who unfolded 18 regiments of another series of civil war papers

has been very helpful in effecting a control over the documents that we have confidence in approaching reference problems.

"I moved 29 drawers of materials from the Executive Department vault and 5 drawers from the Securities Department to the Archives proper. I have spent several hours aiding people with their research problems, it seems like a day with Mrs. Simpson from White County. The letters were many and interesting and all of the reference work is up to date with the exception of one letter asking for a list of all the county officers of Henry County since its inception." Mr. Cassady goes on in his report to detail the mail reference he has done. This is shown elsewhere in statistics as to the number of letters, but these statistics do not tell the entire story. He gave information on 21 families in 6 counties of 1850, and 1 in the 1830 census.

Miss Scheffler is working on the canal maps. "To date work sheets for a preliminary inventory of the maps of the Illinois and Michigan Canal material number as follows:

Plats of surveys	467
Descriptions of corners (charts)	34
Total	<u>501</u>

"Work sheets have been made and the above maps have been arranged, by Township and Range, and filed in the map cases on the sixth level of Archives stacks. There is yet one more bundle of maps to be sorted and inventoried. This bundle contains the material used by Mr. A. J. Mathewson in making his plats of surveys."

Miss Scheffler and I have discussed several schemes for getting information about this map material into the catalog without taking the time for detailed map cataloging.

Mrs. Robeson has been out ill for several weeks so I can give no report on her work. As she compiles the statistics on cards that go into the name index, this month's statistics do not give a true report on accomplishments in that field. She is within sight of completing the reorganization of the Enrolled Laws files and would have completed this job had she not been ill. Dr. Patton informs me that unless he has to perform an emergency operation, he does not think her condition will clear up sufficiently to warrant an operation for two or three months yet. He says she should have desk work only in the meantime. Mr. Cassady and I have decided that the best thing to do under the circumstances, will be to have Mrs. Robeson continue the work which Miss Basler began-i.e., work on the civil war records.

Mrs. McFadden will be busy for some time to come with the filing of General Assembly records. She already has all bills in numerical order and had typed many of the folders ahead of time.

Mr. Hountree's report is not at hand as I write this, but I am afraid he has been too busy with accessions, making of signs for State Fair, etc., to do much filing. He is so valuable for some of this other work that I wish we could relieve him of all filing, though vitally important.

State Records Commission

A call was issued to members of the Commission to name a date for an organization meeting. At the same time a copy of the act as amended and a letter explaining the purposes and operation of the Act was sent to each State department head. Two departments, Public Welfare and Auditor, have already requested hearings.

Examination for Archival Assistants. Examinations for Archival Assistants II and III have been set for October 6, latest filing date September 26. I have had a number of conferences with Mrs. Mary Myers of the Civil Service Commission on questions, rating of questions, etc.

Exhibits. We exhibited a part of our former exhibit on "What Does the Archives Do?" and "Who Uses the Archives?"

Miss Scheffler, on her own initiative, is planning a new archival exhibit on maps.

We have been invited to exhibit at S.A.A. at Annapolis. David Dunaway, in charge, suggested our History of State Departments, but I think our Manual is what we should take. I have to write for further particulars.

Illinois Libraries. Mr. East has prepared an article on Illinois Court House Fires for the October number, I expect to do an article on recent Illinois records legislation but will have to wait for the session laws to be sure of some changes. There were important changes in the county destruction law (amending as to records which can be destroyed), extending the county microfilm act to municipalities, etc. Aside from that I have no ideas. I had dabbled with the idea of an index to the 1830 census (Oregon has done theirs for 1850), but I am a little dubious because of the space required.

Archives Reference

Several interesting reference questions may be of interest. Mr. Butler called one day and said, "I think I've discovered a mistake in the constitution!" We found that the second amendment which prohibits reelection of sheriffs and county treasures had been engrossed wrong on the copy-two words omitted. Of course he took the matter to the Attorney General, but it may be of interest to know how this was checked: First I got out the original resolution calling for the people to vote on the amendment, next the same resolution as enrolled; compared that with the printed copy; checked for the wording of the call for the election, for the wording of the ballot, for the State canvass sheet, and lastly, for the Governor's proclamation. Fortunately all agreed except for the parchment enrollment. Just how the Attorney General is going to remedy the situation I do not know-perhaps by attaching certified copies of all the above documents to a new copy. If he merely reengrosses it without explanation - which I would not expect - I think I as custodian shall attach a statement explaining the alteration. Why nobody noticed this before is astonishing as in substance it nullifies the article. What raised the issue is the fact that we are to vote on a repeal of this amendment next November.

Our "History of State Departments" has most recently been used by Miss Warren in compiling an official list of Illinois document entries. The Legislative Council thinks this should be brought down to date (it stops with 1943). My reason for discontinuing it then was that that covers the first 125 years of statehood and it is easy to study present organization through the session laws and Statutes. The work is admittedly uneven, having been compiled over a period of 20 years. Some parts are more detailed than others because done at the specific request of certain departments for certain details. Keeping this work up to date required several months of each biennium and it seemed that I could use my time more profitably in other ways. I have brought down to date all laws relative to records destruction as that information is necessary for the State Records Commission.

The Legislative Council has also suggested two other projects for us - a compilation on legislative commissions and a bibliography on Illinois government. They are probably unaware that the list of legislative commissions is in our card catalog complete through 1943. I am bringing it down to date right now. What we aim to do is to show for each commission, when it was created, for what purpose, whether or not it was required to report, whether it did report, where and in what form, and whether we or some other library has a copy. I have checked both with the Journals and with the legislative clerks about this filing. Unfortunately all this information about reports filed is not complete in our catalog, but I hope to at least check as to whether or not the archives has a copy, for those of the past 20 years, from our receipt files. Just another of those projects crowded out by what seemed more immediate work.

For a number of years after I came, I worked on the bibliography of State government, and cards are in the catalog for things published up to about 15 years ago. I hope this can be resumed since there is an evident demand for it.

These last paragraphs have been a digression from the strict subject of reference calls, though they indicate "customer demand." Mr. Concheff, formerly with the Civil Service Commission, and now with the Highway Department, wants to write his Master's thesis in political science on Records Administration. I have tried to discourage him by telling him there is very little in print. First of all, I don't think he has the background for it, and second, I suspect he has notions about the archives which I don't think should be encouraged because I don't think he is good archival material. I suggested that since he couldn't document a thesis on the general subject of records management, he might do one from the theoretical standpoint of a person put in charge of records management in a government office who was trying to study what records are kept and why, and above all, that the attitude should not be critical but informative. He said, "I'll do one on the Highway Department." I pointed out to him that the reactions to the Schaefer report seemed to preclude the possibility of approval for such a project and that above all, he must not undertake the project without full approval and cooperation of both his immediate superior and his Director, and that they must under no circumstances get the idea that we were suggesting any changes whatever in their

records systems since we know nothing about them. I told him if he persisted in this particular project I would require personal assurances from his superiors that they understand our disinterestedness in the matter before I would even let him use the materials we have. He made an appointment for a Saturday morning about a month ago but didn't keep it. I hope he has chosen another subject in some other field, for I don't care to sponsor or direct such a thesis. I mention this just in case something should come up on this subject.

Mrs. Pease requested a copy of our inventory of the Perrin Collection, so I sent her a photostatic copy of our main entry catalog cards and of our calendar. It seems advisable to have copies of that material elsewhere than here, just in case, and the Illinois Historical Survey would seem the logical place. She may also want a microfilm copy of our name index on those records later, and again, what we sent her may suffice.

A final reference request, was for material on the Kentucky - Illinois boundary, made by the Legislative Reference Bureau. We found that a legislative commission was appointed in 1847 to investigate a dispute over jurisdiction in the Ohio river, which commission never reported. This suggested the probability of a U.S. Supreme Court decision on the subject and we referred her to Miss Smith. That is the sort of request which we should follow up bibliographically if we had the time or staff to do it.

Staff Notes

The staff were each given one half day off to attend the State Fair and the office closed at 10 A.M. on Thursday, Governor's Day. Each member of the staff was required to work $3\frac{1}{2}$ hours on the day he or she took time off. That was the only way we were able to cover the noon hours, etc., and there seemed no objection.

Mrs. Hobeson has been out ill for two weeks. Mr. Rountree and Mrs. McFadden each took half of their vacation and Miss Winterbauer both weeks during August.

Miss Basler left on August 30 as she was to be married on September 1st.

Respectfully submitted,

Archivist

Report of Field Visitor for August, 1951

The Field Visitor completed a study of county court house construction and losses by fires with special reference to destruction of records.

He made this the basis of an article for proposed publication in Illinois Libraries.

Wrote twenty letters to county officers and newspapers for information on court houses not found in published works.

Acknowledged receipt of each letter received on the subject.

Resumed preparation of bibliography of Illinois law relating to county government.

He furnished a guide to sources on the history of the Catholic diocese of Peoria at the request of Sister M. Annella, O. P., teacher-student at Notre Dame, who got his name through a Peoria priest. Also furnished considerable material on Bishop J. L. Spaulding from his personal library files.

Ernest E. East

ARCHIVES ACCESSIONS
August 1951

Secretary of State

Index Dept.

Deeds to State property
 (6 cases)

Documents

Drawers

Seals

25

Executive Dept.

Executive File 1941-46
 Certificates of Qualification, 1941-46)
 Trade Marks - Jan. 1945
 Notary Public Petitions
 Requisitions from Other States, 1941-46
 Requisitions on Other States, 1941-46

6
 2
 4
 6
 6

Securities Dept.

Statements of Trust Receipt Financing
 .001 - 27,099

27,099

General Assembly

Senate

Secretary
 Enrolling & Engrossing Clerk

297
 1,040

Registration & Education Dept.

Seals of Precedent Boards & Commissions

284,61

24

8
 8

ARCHIVES REFERENCE

August 1951

State Business

Secretary of State

Corporation Dept.

Index cards 42

Annual reports 85

Executive Dept.

Proclamations 2

Notary bonds 2

Trademarks 21

Deeds 1

Index Dept.

Deeds to State Property 4

Elections 16

Enrolled Laws 30

General Assembly 26

Registration and Education Dept.

Real Estate Salesmen 2

231

Historical, Genealogical, etc.

In Person

Military Service

Civil War 26

Spanish American War 6

Genealogy

Name Index (Phone calls only) 23

1850 federal census 9

State census, 1855 2

State census, 1865 2

Fayette Co. - Marriage records 1

Historical

County Board Proceedings 2

Laws 1821 1

County histories 1

73

Mail Reference

Genealogy

Census 21

Spanish American War 8

Civil War 20

Revolutionary War 1

Black Hawk War 1

51

History

Archival Technique 5

Miscellaneous 23

2

30

Grand Total

385

ARCHIVES CATALOG

August 1951

Archives Catalog:

Federal Census
Cross Reference

9 cards
1
10 cards

Name Index

1850 Federal Census
Champaign County
(incomplete)

216 cards

VAULT ADMISSIONS

Adjutant General's Department	4
Attorney General	8
Div. of Architecture & Engineering	2
Auditor of Public Accounts	55
Civil Service Commission	5
Illinois Commerce Commission	1
Department of Finance	1
Department of Insurance	2
Illinois Liquor Control Commission	1
Dept. of Public Works & Buildings	2
Department of Registration & Education	40
Secretary of State:	
Corporation Department	4
Executive Department	37
Securities Department	12
State Treasurer	26
Supreme Court	1
Teachers' Retirement	19
Div. of Waterways	1
Total	<u>221</u>

ILLINOIS STATE LIBRARY
STAFF MEETING
September 11, 1951

The staff held its first meeting since June, so this was a long session -over three hours.

Mrs. Ennis brought new magazine subscriptions to our attention.

Among the new periodicals are:

Doane's Agricultural Index	Television
Hoard's Dairyman	National Music Council Bull.
Grange	Glamour
Farm Journal	Church History
Cappers Magazine	Christian Digest
Opera News	American Rifleman
Way Ahead (The Netherlands)	etc.
Mechanix Illustrated	
American Indian	
Camera Magazine	
Open Road (for young people)	
Cactus and Succulent Journal	
Dance Magazine	
Dance News	
Saddle and Bridle	

The following magazines have been discontinued:

American horseman
Forum
Flair
Music Trade Review
Polly Pigtales
Science Illustrated
Teachers' Digest

The following magazines have changed their names:

Architectural Forum - to Magazine of Building
Food Industries - to Food Engineer
Hygiea - to Today's Health
Nutrition Abstract - to Nutrition Review
Safety Engineer - to ?
Woman's Press - to YWCA Magazine
Water Sewage - to Water Works

She asked if we should subscribe to Journal of Nervous and Mental Disease. Miss Rogers said that the Department of Health Library has many magazines which we should not duplicate, but that that library is not strong on health magazines that are strong on welfare angles. She thought we should subscribe to this magazine.

Mrs. Ennis again urged staff members to sign for magazines, especially the reviews sections of newspapers. Please sign even if you are taking these to your desks for very temporary use.

Miss Rogers called attention to Mrs. Ennis' very fine exhibit on magazines at present in the lobby of the Centennial Building.

Miss Bailey reported that Miss Warren, who worked in the Archives Reference Room in the summer, practically completed the author headings list for Illinois State publications. This will be printed in Illinois Libraries in installments. The project was sponsored by A.L.A. Louisiana and Wyoming have already published such lists.

Miss Mc Caskey, librarian for district 4 reported that that region has hired its own bookmobile driver and secretary. This region is to be written up in Prairie Farmer in the near future. This is the first year this district library has worked with its own tax funds. She is working on a contract for the library to supply books also for the Woodford county school system.

Mrs. Howard reported that all but one of her summer staff has now left. She attended two meetings in July: Mc Clurg and ALA pre-conference meetings. On the 18th the State Library put on a book exhibit at Normal University Library in connection with Book Week. The publishers were dissatisfied because they sold few books, but our booth was popular, as we were selling service free.

The Mount Auburn Teachers Conference which she had addressed last winter is paying a visit to the Library soon to see what we can do for them. They have a news school library and librarian.

The Collections Department has been revising book lists this summer. They are about to reissue the lists for Retarded Readers, the Illinois Bibliography and Books for Boys. Miss Parker, who was with the play Forever This Land this summer worked on a list of recordings for younger children, particularly material for the primary grades.

Houghton Mifflin invited Mrs. Howard to aid in selecting materials for a new reader for the fifth and sixth grades. She is to list four titles for each of a dozen categories for each grade. This will be quite a task, but Miss Rogers said she felt this a signal honor to the staff.

Mrs./Langston reported on several recent talks and visits she has made. She recently attended the Decatur Teachers' Workshop and acted on a panel of three to discuss the cause of libraries. She spoke on what the State Library could do for teachers.

She described the new memorial library at Blue Mound, a little west of Decatur. The building is used as a community center and features bookshelves on rollers so that the rooms can be cleared for meetings. Mrs. Buzan, the librarian, is not trained but very alert. We have recently loaned them 200 books to supplement their non-fiction books -chiefly in the '500s and 600s. They have requested more books.

Taylorville has recently remodelled its building by adding fluorescent lighting and lowering ceilings three feet.

The bookmobile went to the fair at Metropolis, also to the Southern Illinois State Fair at Duquoin and to the Northern Illinois State Fair at Sandwich, De Kalb county. Mrs. Arzinger is still at the latter.

The statistics for libraries issue (Sept. Ill. Librs.) is in page proof,

Group library meetings are being planned. Washington in Tazewell county just south of Woodford county (which has a district library) has a new building.

Rockford has asked for the loan of a bookmobile for its project for a district library in district 1. Rockford is now third in per capita income for library incomes, within the state.

The district librarian for Union and Johnson county reported briefly.

Miss Johnson reported for region 2. Her bookmobile librarian and driver had both been in the hospital but resumed work in August. New bookmobile service in the district is planned. She hopes for an early hearing on an election to create a district library for southern Cook county. There was a summer deposit in Park Forest, carried on by volunteers. That will not be continued this winter, but there will be a depository library in Madison and perhaps in Flossmore. The mayor of River Grove and also people of Franklin Park are exploring the possibilities of a district library but have formed no committees as yet.

Miss Ringering from district 3 reported on collections in schools. Several meetings of trustees have been attended by her recently. The people around Hoopstown want district library service out of the Hoopstown Public Library but don't want a library tax. They are getting around this by having the township pay the city library \$1000 for giving library services to residents of the township outside the city.

There was some discussion at this point as to what should be included in such a contract between communities and a local library.

Miss Byrne reported that she has shifted again and is now segregating the mystery stories from the rest of the collection. Her floor has been repaired.

Mrs. Mc Carthy said the Preparations Room has new flooring, but, best of all, the frosted glass in the windows has been changed to plain glass so they can see out. Also the room is lighter.

Miss Dieckhaus told about the breathless woman who had heard over the radio that morning the the State Library needed more help and she was making haste to reply. Since Miss Rogers was away and Miss Dieckhaus hadn't heard of any sudden openings, she investigated, and found that the Civil Service Commission had made some spot announcements over WMAQ about the pending State Library civil service examinations. Miss Dieckhaus explained that at present we have no eligibility lists and that five members of the staff are at present on pink permits and must qualify under civil service to continue to hold their jobs. The new examinations will take care of these and build up an eligible list so that vacancies when and if they arise can be filled promptly with professional people.

Miss Dieckhaus also asked that the staff be reminded that those who have not yet taken their extra day to repay them for working July 14 must take this day before October 1st, and must submit their memos about it to Miss Rogers.

Miss Nichol called attention to the fact that the Loan Desk has changed its name to the Direct Reference Desk - meaning, all reference except mail reference.

Miss Schmitz who has been away on leave of absence because of illness is now back and is feeling well again.

Mr. Myers called attention to the fact that his department is now the Mail Reference Department. He showed the new follow-up card system to notify patrons that books they have asked for but which he did not have at the time, and now available. Whoever writes these blue reference cards is supposed to follow through when the books arrive and notify the patron.

Mr. Myers said that when he was in Yellowstone on his vacation he had the pleasure of meeting the author of a book on the Park which he had reviewed over the radio. Apparently the author was flattered and gave the Myers' a real guiding through the park.

Mrs. Mc Mullen raised the question as to procedure in handling reserves for children's books, which present procedure seems to be bogged down. Miss Rogers told her and Mrs. Mc Mullen to get together on this problem and to try to work out a better procedure.

Miss Murray reported that Mrs. Roth has been assigned as typist for the reference department and also to do Mr. Myers scrips. Miss Rogers said Mrs. Roth had asked for more work so she could keep up her shorthand. [Fancy that!]

Miss Daviess reported that the Catalog Department has been trying to clean up odds and ends this summer. Mrs. Thorne has searched out and gathered together the uncataloged materials in various places in the library and sorted like material together as a preliminary to the cataloging. She will a little later start on the material stored in Room 4. (If I remember correctly, this was a collection turned over some years ago from either the State Museum or the Welfare Department).

Miss Norton reported that the Archives had had its busiest month in July since we moved into the building. Over half a million documents came into the building, a large proportion of them into the Archives proper; and that there had been some reshifting of departmental vaults space between departments.

She also reported that the whole matter of destruction and disposal of all State records has been put under the jurisdiction of the reorganized State Records Commission. [If any members of the Archives staff wish an explanation of the new set up, better come to me directly.]

Mrs. Curran reported that they have been moving from the lower levels of stacks up (using up space vacated by moving of U.S. documents to the archives). Things are being put into better order throughout all the stacks. She requests that staff members replace volumes removed from shelves for consultation in the correct place on the shelves -not leave them on the floor or just stick them in anywhere. (In case you do not know it, Mrs. Curran is now Chief of Technical Services, and has under her the Shipping Room, the book preparation (Mrs. Mc Carthy), the catalog department, and the ordering of books.

As chairman of the Committee on the Staff Manual she called attention to amendments to the Staff Manual. Parts affecting the Archives particularly are as follows:

p. 20 A General Manual.

Any employee who is absent on Friday should inform his unit head at the time the absence is reported as to whether he is entitled to Saturday off. This information is then given to the Administrative Office.

p.31 A.

The occasion may arise when a unit head feels it is necessary to requisition extra help from another staff members. This emergency is discussed with the Assistant State Librarian and Deputy Assistant State Librarian, either of whom is in a position to grant it. The unit head must then request this aid from the head of the unit in which this staff member or staff members are regularly working.

Staff members never work in another unit without permission from their unit head.

p.36 A.

No staff member is to consider transacting any purchases for library use before approval is given by the Administrative Office. When permission has been given and the purchase is charged to the library, the individual making the purchase must sign the charge slip.

Other changes are pages 39a, 60 a, 73 a, 80 a, 93 a. There are also changes in some of the unit manuals, but none in ours.

Miss Kissinger reported that Miss Mc Kee from the University of Illinois brought over 4-H girls for a brief tour of the Library during the State Fair.

She raised the problem of the quickest way to handle requests in one letter which have to be handled by two or three library departments. She proposed a form to be used but Miss Rogers thought that would take too long to fill out. She appointed a committee to study this problem.

Someone complained that music book cards are being pulled from the card catalog. Miss Rogers said that the only things to be in Miss Wright's catalog were the recordings, and that the books on music should be in the regular catalog. Someone else said that Miss Wright's assistant had been changing some of the location designations which might account for the removal of cards. Miss Wright was away on vacation so couldn't defend herself.

Miss Kissinger and Mrs. Howard raised the point that the courtesy cards for Lincoln Library people are causing complaints. When a person visits the Lincoln library and finds no book, then comes over here and is allowed to take out pictures without a card but required to return to the Lincoln Library for a card to enable him to take out the book containing the one picture of which we do not have a separate copy, the patron gets peeved. Miss Rogers says she gets lots of complaints from people who say they pay taxes just like the folks in Chatham and don't see why Springfield people aren't allowed to use the State Library. Miss Nichol, Mrs. Mc Mullen, etc., were

instructed to confer with the Lincoln library about the possibility of doing away with the courtesy cards and letting Springfield people borrow books here.

Miss Rogers said she had attended the Summer Education Conference at the University of Illinois.

The Defense First Aid Bulletin issued by the Telephone Co, is to remain posted on the bulletin boards, no matter how crowded they get. (Ours is posted back of Mrs. Robseon's desk.)

Each unit head to see that the flash light for his department is in working order. Perhaps we should have a flashlight in each desk, she thinks. (She seems to think we will be bombed along about tomorrow).

First aid equipment will be supplied to each department soon.

If any of you have enlisted for any phase of Red Cross or other defense activities, please report same to Miss Rogers. There will be a refresher course on first aid this winter. Please notify her if you are interested.

A toaster which was among the exhibits of the Library at the State Fair, is missing. Please return it to Miss Rogers office if you know where it is.

Plans for the exhibits in the Centennial Lobby for the year are now being made. Miss Rogers asks for suggestions. The current exhibit is on magazines, to be followed by one entitled "How Can We Have a Library in Our Town?"

Anyone attending any meetings must make a full report to Miss Rogers. She is not interested in details of your travel to and from the meeting, she says, but wants to know what ideas you got, people with whom you discussed things, etc. The Catalog Department gave the best report on A.L.A.

Miss Rogers was pleased with the reports on plans for the activities of the next biennium. She will have a conference with each member of the staff before Christmas.

Absenteeism has become greater in the professional staff. She says that the report on absences is not just a form of her office, but that a report has to go to the Front Office before your pay checks are released. Between Jan. and June of this year 62 people took 324½ days off. A list is posted on the staff bulletin board back of the loan desk on the 3rd floor. It is no longer possible to make up time - time off will be counted against you. Unless tardiness is corrected we are to go back to 8:30-5 within the month. Tardiness applies to noon hour as well as to mornings, and everyone is supposed to be sitting at her desk working at the time she is supposed to come on duty and to work until the clock strikes at the close of day - powder your noses later. The 12 working days sick leave is being enforced, so that if you take more than that you will be docked.

Motion pictures were taken of the N.A.S.L. exhibit. We want suggestions for captions (we, means my committee on N.A.S.L.- so come to my rescue). Any opportunity to see this movie will be given next week at a time to be announced. We are also planning to add to this a

movie of a tour of the library.

Mrs. Howard is again a member of the Illinois Pupils' Reading Circle Committee.

A State film library on health subjects is operated by the Department of Public Health at 5th & Sangamon.

The approval books will still be kept in Mrs. Curran's office on 2d floor.

Miss Rogers warned against leaving the book stack door open on 3rd floor because the Library would be liable in case of accident.

There has been much complaint against pulling of cards from order file and removing books in process. Staff must not remove the cards for checking but make notes from them, and must not take a book off a truck without leaving a memo.

Pictures of staff parties, etc. are sold by Mr. Helm at \$1.00 each. He makes these pictures on his own time and uses his own supplies, so if you don't pay for the pictures you order, he is out of pocket.

Next week pupils from the 5th-8th grade of the Modesto schools are to visit the library.

Congress has passed the bill in connection with defence areas. Local libraries in impact areas can get aid - for instance, the Metropolis area in this state.

Unit heads are requested to report on extra help they had during the summer, so that Miss Rogers can have information in her file.

Civil service exams for the libraries must be applied for by Sept. 21. This will take care of staff who are on provisional status or who wish to take promotional examinations. Those for grades III up (II up in Archives) will be oral. The heads of the Library Schools in the State and members of the Advisory Board will be the examining board for the library. Civil service tells me that it had not completed the roster for examiners for the archives, except that one will be Miss Weeks of the Chicago Bureau of Filing, one will probably be one of the regional archivists from the National Archives and one they hope will be Mr. Boell, Archivist of Wisconsin.

The State Advisory Committee was increased in size by the General Assembly. Three persons were added to the board: the head of the U of I Library School, The Rural Sociologist of the U of I and the Dean of the Extension School there. Terms will be staggered.

Hardin College, Searcy, Arkans, which put out such films as "Make Mine Freedom", etc., which we saw last year, is holding a Freedom Forum Oct. 15-16 "Paying for Freedom."

Miss Rogers spoke appreciately of the report by one of the clerks on a visit to the Louisville Library during her vacation. She likes us to take busmen's holidays. (Me, I shun libraries and archives like the pestilence when I am on vacation - I vacate my mind of work).

So far only two people have sent in requests to attend I.L.A. at Peoria next month. Please let her know if you plan to attend. The dates are Oct. 18-20. Mr. Mc Govern is to be the principal speaker.

National Library Day will be October 4, commemorating the 75th anniversary of the founding of A.L.A. in 1876. The Governor is issuing a proclamation and we are sending copies to each library in the State. There will also be a special exhibit upstairs in the library.

October Illinois Libraries will include a Illinois Hall of Fame for Librarians, compiled by Miss Wright.

At the summer educational conference at the U of I Mr. Ulveling of the Detroit Public Library spoke on "Implementing a City Library in Time of War." Films showing what to do were distributed widely and changes in services of a library on account of war discussed. Miss Rogers calls attention to the continuous exhibit of books on atomic materials on the 2d floor of the library. The best book on atomic weapons has been distributed to each department. Ours is still in the miscellaneous file in my workroom.

The condition of the books collections in the library is improving. New staff assignments for selecting books, withdrawals, repairs and replacement, effective Sept. 11, were announced. (Each section of the classification is put under some one member of the staff who is supposed to keep his section of the collection up to date.

Attention was called to the autumn courses for in service training. Any members of the staff taking one of these courses is to report that fact to Miss Rogers.

On September 10 Mr. Haggerty joined the Extension Department staff. He is to do field work, but is working in various departments of the library for the first few weeks in order to familiarize himself with the library.

On September 17 Lafayette Reid takes over as Chief of Public Services (Miss Skogh's job). He organized the library at the Galesburg branch of the U. of I and has also been at the University of Kansas. He is to coordinate all public services and will be over Adult Education, Art, Music and all reference services. His office will be the former room of the Music Box, which, as you know, has moved into Miss Skogh's old office.

Miss Lundeen is now working with State institutions and their library problems.

Miss Rogers was disappointed that only five members of the staff thanked her for recent salary increases. The budget was increased by \$83,000 and the total budget for the biennium ~~was~~ is \$1,275,000. \$250,000 for books.

The September issue of Illinois Libraries will include a new chart of organization of the library, with the new titles.

ILLINOIS STATE LIBRARY
STAFF MEETING
September 25, 1951

Announcements

The next regular meeting will be Tuesday Oct. 9.

Thursday Oct 4 has been designated as Library Day.

This is the 75th year since the first meeting in Philadelphia, and the Governor has issued a proclamation.

The Windsor lectures will be held at the University of Illinois, Oct. 18-19. Gordon Ray will be one of the speakers.

The Illinois Library Association meeting will be held at the LaSalle Hotel, Chicago, Oct. 18-19-20.

This evening Thursday, September 27 at 6:30 there will be a radio program over WLS Chicago on Rural Library Service in Illinois. That should be interesting.

Miss Rogers again reminded us that those desiring to attend any meeting or conference should make their request well in advance stating advantages of attending and that all persons having attended a meeting or conference should report fully on the material in lectures, contacts and results obtained. It was brought up about this time by Miss Rogers that sometimes there is vagueness in our reports in identifying individuals and events - that is if we speak of "John Jones" we should identify him as head librarian, Wheaton College, Wheaton, Illinois.

Staff Announcements

Mr. Lafayette Reid of Alton assumed office as Chief of Public Services, September 17. Mr. Haggerty assumed office September 11. Mr. Mike Concheff will assume office Oct. 1. Miss Lillian Briscoe is on the nominating committee of the catalog section of ILA.

Superior Research & Statistics

Several of the staff members attended a meeting of the American Country Life Association. Miss Rogers and Mrs. Langston reported on the meeting.

On November 5 at 7:30 pm, Miss Sargent and some intermediate Girl Scouts will have a conducted tour of the Library. Archives not to be included.

The theme for State Library exhibits this year will be "Services to Special Groups". Miss Rogers has indicated the committees that are to have responsibility for each exhibit and a complete list will be on the bulletin board. For May 5 to 26 the theme will be "Special Services to Guild Groups" and the committee members are Diëckhaus, Norton and Nichol. From January 21 to February 11 the theme will be "Special Services to Boy Scouts". The committee members are Howard and Cassady.

I am sorry if you think this is long and boring but I thought I would kill two birds by having this also as a report to Miss Norton.

T. J. Cassady

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for September 1951

Accessions.

Only routine transfers, as shown by the Accessions Statistics. The most important accession is the microfilm copy of the 1860 census.

Departmental Vaults. Transfers were made by the Superintendent of Public Instruction, Teachers' Retirement and Department of Registration and Education.

Civil Service Examinations. The last day for filing for examinations for Archival Assistants II and III was September 21. The examination will be held at Chicago October 6. The archivist held several conferences with Mrs. Myers of the office of Civil Service Commission.

State Records Commission. It was impossible to assemble members of the commission for an organization meeting during the month. The archivist as chairman received a number of phone calls and letters from various department heads commenting on letters explanatory of the amended act. The response is uniformly enthusiastic over the new procedures, but there is some impatience with the slowness in organization.

Reference Work. The most extensive single piece of reference work was a compilation of all county officers for Henry County from the organization of the county to date - information requested by the County Clerk to complete and verify his records. Mr. Cassady did the research on this.

The 1860 federal census, just received, poses a reference problem. Not only are there 44 volumes on 18 reels, but we find that many counties run to 1000 pages each - Cook County to four volumes. Furthermore, most of the reels bear the notation "faded writing." Reluctant though we are to do so, we have decided that it will be impracticable to make searches for individuals in these reels until we have caught up with the indexing for the years 1830-50. We will answer letters by saying that the size of this census precludes the possibility at present of our making searches, but that we will welcome searches in this film made by those who come here to use it.

Staff Notes.

Mrs. Robeson was ill with an attack of acute appendicitis. The doctors feel she should wait several months before an operation.

Miss Norton underwent plastic surgery the Saturday before Labor Day.

Mrs. McFadden and Mrs. Robeson took the second week of their vacations and Miss Norton both weeks of hers, during the month.

Mr. East, Miss Winterbauer and Miss Norton took their "July 14" extra day during the month.

Miss Norton has just been notified of her acceptance as a personal member of the International Council on Archives, for the year 1951. Presumably the application of the Illinois State Library for institutional membership was acted upon at the same time.

Staff Work. My goal of completing the preliminary indexing of the 1850 census (i.e., without checking of names or filling in of blanks) before I left on my vacation was defeated by failure of the photostat paper to arrive in time for enlargements to be made. I now hope to complete this in October, provided the Laboratory keeps up with me.

Mr. Cassidy in addition to his mail reference work is spending odd times unfolding and inspecting the latest shipment of civil war materials from the Adjutant General's office. These series comprise the military census, election of officers and county organizations.

12 civil war service records were supplied and 4 Spanish American war records.

My record shows that 17 letters on family history were sent out during the month but Mr. Cassidy's report indicates the following census searches:

1840 federal. 1 name, 1 county
1850 federal. 13 names, 9 counties.

Miss Scheffler substituted for Mrs. McFadden at the Reference Desk during the latter's vacation. As it was not convenient for her to do her own work at the Reference Desk she spent the time combining the two files of Corporation Index cards waiting to be filed, and filed the A-D cards in the master file. She wrote an article for Illinois Libraries on the 7th Annual Institute for the Preservation and Administration of Archives. As "extra-curricular activities" she assisted on the Committee for the Civil Service Council dinner on September 20, and for the annual State Library picnic held September 25 at Washington Park. She spoke before the Delphi Club on her recent studies and Washington and has been asked to repeat her address before the Optimists on October 22.

Mrs. McFadden has completed the indexing of the federal census of 1850 for Champaign county. Most of her time, outside of Reference Desk work, has been spent on checking in and filing the 1951 General Assembly records.

Mr. Rountree is filing in the letter "C" in the Corporation reports, and he has checked in new accessions and done some shifting in the vaults. He has signed for the civil service examination for Archival Assistant II to be held October 6.

Mrs. Robeson was out ill and on vacation most of the month. She is finishing the transferring of enrolled laws to the new folders, working on 1943 (the last year?). When she completes that task she will take over the work on civil war records started by Miss Basler. Mrs. Robeson has also filed census cards made during the month.

Mr. East's report is appended.

Archives Building. The Art Metal Co. finally replaced the corroded panels on the stairways in the Archival vaults. At the same time their foreman made what adjustments he could to the drawers in the new filing cabinets. These latter did not fit properly.

A slight water leak developed behind the slop sink on the 4th level archives vaults. No damage was done to the contents of the vaults. The plumbers replaced some corroded pipe but have not yet reinstalled the sink because they are too busy with the changeover to new power plant operation at present.

The Springfield chapter of the Civil Service Assembly was organized at a meeting held September 20 on the roof of the Archives Building.

The Conference Room is being used from 4 to 6 each Monday, Tuesday and Wednesday P.M. by civil service in-service training courses. The State Library Unit Heads Staff Meetings, held there semi-weekly, were resumed in September after being suspended for the summer.

Respectfully submitted,

Margaret C. Norton

Report of the Field Visitor for September, 1951

The Field Visitor attended two sessions of the Township Officials of Illinois, and on the invitation of the President made a two-minute talk on the services rendered by the Archives.

He also attended one session of the convention of the County Clerks Association. Inasmuch as he spoke at the last semi-annual meeting of this organization he did not seek time to talk. He recommended to County Clerk Leonard T. Sours of Peoria that he microfilm his vital records.

At the invitation of Mr. Belair he wrote about 300 words on that portion of the Illinois Library Exhibit at the State Fair provided by the Archives. He understood this would be submitted by the American Archivist.

He began typing for a permanent record his hand-written notes on the organization of counties with particular reference to court house construction, court house fires and loss of records through fire.

He continued alternately to compile a bibliography on Illinois law relating to counties.

Filed and labeled cabinet drawers, second instalment of Peoria county recorder's films.

Upon inquiry from Mr. Zimmerman of the Legislative Bureau he furnished the home address of a member of the Gen. Assem. in 1903.

Attended library staff meeting on September 11.

Ernest E. East

ARCHIVES ACCESSIONS
September 1951

Secretary of State

Documents

Vol.

Index Dept.

Real estate title records
4 cases

26

Executive Dept.

Records of Bonds of Stat
and County Officers
1929-36

10

Record of Fees. 1924-35

26

4
14

ARCHIVES REFERENCE
September 1951

State Business

Secretary of State

Corporation Dept.

Annual reports 80

Charters 2

Index cards 43

Fee book 1

Executive Dept.

Notary bonds 2

Land records 2

Trade Marks 6

Index Dept.

Deeds to State property 7

Elections 8

Enrolled laws 56

Securities Dept. 2

General Assembly 20

Dept. of Registration & Education

Real estate salesmen 2

231

Advisory services

In person

Local officials 1

History state departments 1

By mail

Archival matters 5

County 2

State Records Commission 2

11

Genealogy

In person

1840 census, federal 1

1850 census, federal 10

1860 census, federal 1

1855 census, state 1

Civil war records 3

Name index (phone only) 1

By mail

Family history 17

Civil war 11

Spanish American war 4

49

History

In person

Executive register 1

St. Clair Co. 1

Elections 1

County histories 2

5

By mail

9

2

Grand Total

305

ARCHIVES CATALOG

September 1951

Name Index

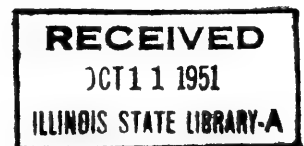
Cards

1850 federal census. Champaign
County

1,626

VAULT ADMISSIONS

Adjutant General	3
Department of Agriculture	1
Auditor of Public Accounts	48
Civil Service Commission	7
Illinois Commerce Commission	5
Department of Finance	2
" Insurance	5
" Mines & Minerals	1
Supt. of Public Instruction	1
Department of Registration & Education	36
Secretary of State:	
Corporation Department	1
Executive Department	25
Securities Department	2
Teachers' Retirement	12
State Treasurer	29
Supreme Court	4
Div. of Waterways	2
	184



PHOTOGRAPHIC LABORATORY
September 1951

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library	21	
Baskett	117	4
Archives	26	
Corporation Dept.	122	
	<hr/> 286	<hr/> 4

Photographs

	<u>4x5 negatives</u>	<u>8x10 prints</u>	<u>4x5 Pts</u>	<u>12x12 Pts</u>
State Library	29	126		
Secretary of State	3		20	
Operators' License				3
Publicity	4	6		
Mr. Barrett		20		
	<hr/> 36	<hr/> 152	<hr/> 20	<hr/> 3

ILLINOIS STATE LIBRARY
STAFF MEETING
October 9, 1951

Miss Rogers opened the meeting by calling on committees for reports.

Miss Norton reported that her committee has not yet made the captions for the N.A.S.L. visit. She was instructed to prepare this soon.

Committee on reserves for children's books, reported in favor of handling like reserves for adult books.

Transfer of requests for information from one unit to another to speed reference when letter has to be answered by several departments. Committee recommended transfer forms.

There are now four section heads - Reid, Langsdon, Curry^{gn} and Norton. Requests to attend meetings, etc., to be made by members of the staff to their unit head (in archives, that would be the men in the Photographic Laboratory to Mr. Helm, all others to M.C.N.), then the unit head will comment on the request and send to the division chief (N.B., Mr. Helm - things from your office to M.C.N.), then the section head will add comments and send it on to Miss Rogers. In the future, requests to go to meetings will be routed that way, not direct to H.H.R. as in the past. Members of the staff in each unit will vote as to which person or persons shall represent them at professional meetings. In deciding who is to go, persons on the program or members of committees to meet or report are to have priority. Persons with records of absenteeism or tartiness or those who have attended other conferences recently should not be considered.

Before accepting a committee appointment or office, please discuss this matter with Miss Rogers.

Mr. Reid, Miss Nichol and Miss Davless reported that they have gone through the "Philippine material" and sorted out what we should keep and that the next staff meeting should consider sending the rest to the Mid West Library Center.

Mr. Reid exhibited a postcard to be sent to the patron the day a request is received:

ILLINOIS STATE LIBRARY
Centennial Building Springfield

Dear Friend:

Thank you for your request for service from the Illinois State Library, which we received today,

As soon as the material you wish can be assembled, they will be forwarded to you.

Sincerely,

EDWARD J. BARRETT
Secretary of State and State Librarian

The Archives will also use this post card. When I open the mail each morning I will address a card to each inquirer. This is a form we have long needed because it often takes several days to check census and other records wanted and that way the patron knows we have received his letter. A supply of these cards will be found in the second left hand drawer of my desk where pending material is filed.

Mr. Reid also exhibited a new book mark which he proposes to use - to put in books, and to indicate that the Library will send other material on request. Some question was raised as to whether this bookmark, which entails some writing, will be acceptable to the post office and Mr. Pierce was instructed to check this with the postal authorities.

Miss Rogers requests that staff members read the manual before asking such questions as, "Do we have to work on Columbus Day?", "May I be off next Tuesday?" Most procedural questions are to be found there. (Our copy is on the shelves back of my desk. You may consult it at any time).

Miss Rogers gave a final warning on absenteeism and tardiness. Beginning October 1 absentees and persons late are to be docked. Those late shall be docked for one half day. Unit heads are required to report absences, also habitual tardiness. If the record is not improved we must go back to 8:30-5 every day with no Saturdays off, from here on out. The Front Office was about to issue an order to that effect, but Miss Rogers begged for one more chance. Call in for special reasons for unavoidable tardiness or be counted absent. If you are going to a meeting write it down, otherwise you will be counted absent.

Courtesy cards for Lincoln Library patrons. Miss Gilman is satisfied with the present arrangement. When patrons say they have checked at the Lincoln Library and that institution does not have a copy of the book they want, the State Library is giving direct service without requiring the patron to return to the Lincoln Library for a courtesy card. The Collections Department does not use courtesy cards or make loans to individual children, except that it does handle the Merit Badge material, which the Lincoln Library does not do. We are also serving the parochial schools. Anyone can order music recordings direct.

Staff Changes.

Mr. Ippolati has joined the Navy. Mrs. Mc Cue has been assigned to work with Miss Byrne.

Mr. Concheff is doing research problems in the Administrative Office. Section chiefs may confer with Miss Rogers about having Mr. Concheff work on problems.

Miss Rogers requests that persons going to meetings should let people know where they are going ahead of time so that other members of the staff may send messages to friends or suggest persons it might be desirable to contact while at the meeting.

Oct.22-25 Miss Rogers will go to the Adult Education meeting

No time to finish this. Here are my notes for what they may be worth.

M.C.N.

ILLINOIS STATE LIBRARY
STAFF MEETING

October 23, 1951

Most of the time at staff meeting was taken up by reports from persons attending recent professional meetings - the Society of American Archivists and the Illinois Library Association. Miss Dieckhaus gave two important announcements of bulletins from Mr. Vicars:

Supervisors do not have authority to excuse staff members for periods varying from half an hour to half a day to attend funerals or for other reasons. All such absences must be reported to Miss Rogers' office giving amount of time taken off.

Because of congestion on the switchboards, please limit telephone conversations near closing and lunch times to the minimum.

Mr. East and I reported on the recent Society of American Archivists meeting which we attended. I will not repeat that here because I want all of you to read our reports to Miss Rogers on this subject that you may be informed on important professional matters.

Some of the I.L.A. topics and meetings mentioned were as follows:

Trustees section. Muriel Perry from Decatur and trustees from Glencoe and Kewanee. Topic: expanding use of the public library.

Report of audio visual committee: Stone of U of I. reported that first draft of manual for use of recordings is ready and that one on the use of films is being prepared.

College and reference section: Dr. Muller of S. Ill. Univ. presiding. Dunlap, assistant director of U of I. Library Public Services talked on Bibliography for What? Recommended selective bibliographies from L.C. exhaustive bibliographies as being selective what helps the scholar. Point argued in meeting but general agreement.

Farley, Drake university. Paper on faculty relations with divisional libraries. Of no particular interest to State Library. Mr. Spicer of Wesleyan at Bloomington elected president of section.

Catalogers section discussed new edition of Dewey Classification. Mott comments favorable but most large libraries cannot use without too much recataloging. Index to be revised and to include the relative index omitted from last edition. To be supplied at cost to owners of 15th edition. 16th edition being worked upon.

School libraries section discussed whether to remain as a section of I.L.A. General sentiment seemed to be in favor, but a mail vote to be taken.

Trustees awards given to Mrs. Alice Behrens of Elmhurst and Mrs. Genevieve Long, Sandwich.

Lester Asheim, U. of C. Library School, paper on Role of reading in America. Although 70% of population are literate only 20% average reading a book a month. Few read after school days.

Only 532 registered - a small meeting.

Mrs. Henny's talk on "Bits of string too short to use". On book reviewing, which she says few people have knack for. Criteria of reviews for children's literature. Criticized award books.

Grace Gilman (Lincoln library): Librarians unlimited. Talk before children's librarians, saying they need broader interests than

just their own work.

Eleanor Welch of Normal the new president ~~XXXXXXXXXX~~ elect, Gertrude Gescheidel of Chicago this year's president. Reading, secretary.

Miss Dieckhaus reported on the meeting of the Record Controls meeting at Chicago. 500 people were there, largely men. The outstanding talk was by Mrs. Gilbreath (mother in Cheaper by the Dozen) entitled: You and your job.

Visits and speeches were reported by:

Miss Lundeen: Illinois School for the Blind; library still in planning stage; Dwight reformatory and Miss Whitney's Adjustment to Life program. Cottage libraries a definite part. 85 staff 140 inmates. To visit Anna and Industrial Home for the Blind soon. She is working under Mr. Meeker of the Welfare Department, improving libraries in State institutions.

Miss Nichol and Miss Bailey reported a meeting of the Illinois Civil Exchange. Mr. Heineman of Northwestern and Mr. Mehan (of Illinois Tax Payers' Federation lead a discussion on the Schaeffer report. They called attention to a Southern Illinois University report on the Schaeffer Commission report, to instruct laymen in purpose and recommendations by commission

Miss Daviess attended the meeting of the Springfield Council on the United Nations held last night. Mr. Mc Keever of the State Department talked. Some in the audience who had lived in China rather put him "on the spot" by their criticism of U.S. policy towards China.

Miss Wright is busy supplying background music for style shows - the Sears show being the latest. She also had a request from Bloomington for music for the future, representing wave men.

Mrs. Langston reported a long series of visits to libraries in the northern part of the state giving sidelights on each: Mundelein, Morton Grove, Brookfield, Lake Zurich, Lagrange, Lyons, etc.

Miss Kissinger spoke on Modern Art of Lincoln last Sunday.

Mr. Haggardy found that Edwardsville Public Library is borrowing from St. Louis Public Library as well as the State Library. He also visited Hillsboro which he says has a nice building but no promotion.

Miss Rogers and Miss Murray are attending the Adult Education Conference at California beginning today.

The next meeting of the staff will be November 6.

Nov. 5 The Girl Scouts will visit the State Library in the evening at 7:30. All unit and section heads are asked to be present but not staff members. (Just Miss Bailey and I from the archives, which will not be toured.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for October 1951

Accessions.

The Securities Department of the Secretary of State's office transferred 15 closed cases. It plans to send over more in the near future. The Index Department transferred title records on 3 tracts of land, 8 documents.

The Governor's office transferred official files for the years 1934-40, "including applications, official departmental subjects and miscellaneous". More in this series was transferred to us several months ago.

Mr. Vaughn of the office of the Clerk of the House deposited 19 miscellaneous records of the 67th General Assembly (1951).

Departmental Vaults.

Bays 3 and 4, 8 East 3, were released to the Automobile Department temporarily, by order of Mr. Vicars, with the consent of the Attorney General.

Records were transferred to their vaults by the following departments: Registration and Education, Securities.

Civil Service Examination.

Examinations were held on October 6 for positions of Archivists II and III. Mr. Rountree of the Archives staff took the examination for grade II.

Staff Work.

The names on all of the 1830 federal census have now been listed on cards. These have not yet been checked and many of the details not yet filled in. As soon as blanks have been filled in the cards are alphabetized into a temporary file where they can be used pending the checking which must precede final filing in the general Name Index. As fast as cards can be written for the 1840 federal census the names in the 1830 and 1840 censuses are compared, "stickers" worked on, and the cards for both censuses final filed. Although the 1840 federal census is much longer than the 1830 census it is more legible and the work goes relatively faster. Whiteside County for 1840 has been indexed but not compared, Winnebago county is nearly done. Because of the larger number of columns in the 1840 federal census it has been decided to give on the index cards only the name of the county, the page and line. This should go fairly fast once I can work on it.

Mr. East indexed 1830 census for Peoria County. He is now editing the 1850 census for the Icarion Community with a view to publication in Illinois Libraries. He may also do the 1840 census on Mormons in the same county. Some of the other State archives are beginning to publish their census records. Oregon has recently published an index to its 1850 census.

Mrs. McFadden has finished indexing the 1850 census for Champaign County.

The major portion of our microfilm copy of the 1860 census for Illinois is illegible. On inquiry to the National Archives about this, I was told that that census was largely written in purple ink which does not photograph well. In view of this illegibility and of the great length of some counties (many running to 1000 pages or over), we are telling our patrons that they are welcome to use the microfilm but that we cannot in most instances make searches for individuals ourselves. However, we have looked up some names where the exact town has been specified by the patron.

Miss Scheffler reports that she has finished sorting and arranging the Illinois and Michigan canal maps and plat surveys and has made work sheets for 302, typed on legal size sheets showing "New Number, Old Number, Location, Date, Scale, Description." Almost that many more remain to be described, but these can readily be located. No cards have been added to the catalog as yet while we decide how to treat these maps - as series, individually or otherwise.

Mrs. Robeson has finished putting the Enrolled Laws into the new filing jackets. She is now continuing the work on civil war records started by Miss Basler. She has unfolded, cleaned and refiled the unbound civil war records on the 19th 20th and 21st infantries. She has also filed index cards.

Mr. Rountree has finished filing in the letter C of Annual Corporation Reports. He has also made some signs and performed miscellaneous duties.

Mrs. McFadden has finished final filing of the 1951 House records and is working on the Senate records. She remarks, "Although it would seem that the vacation season was over, we have had so many visitors that I have given some little time to."

Mr. Cassidy has not filed his monthly report at the time the report is being written. He acted as archivist during my absence at the Annapolis meeting, has done the mail reference work and is working on the Adjutant General's records.

The report of the Field Visitor is appended.

Practically all my time this month has been spent on the reorganization of the State Records Commission, correspondence and a little indexing.

State Records Commission

The act Providing machinery for the disposal of State records was drastically amended by the 67th General Assembly to give a reorganized State Records Commission the power to authorize destruction of records directly, without having received previous approval of the State Records Commission. The personnel of the Commission was also changed, the present members being the Archivist, the State Historian, the State Librarian, the Attorney General and the Director of Finance.

Meetings of the Commission were held on October 24, 29, 31 and November 2. Rules and regulations were drafted, adopted and filed with the Secretary of State as required by law. Applications for destruction from the Department of Public Welfare were approved as follows: 4 for authorization to destroy records after microfilming, 1 for destruction without microfilming. Mr. Lucien Field, representative for the Attorney General, after conference with other persons on the staff of that office, stated categorically that the State Records Commission does not have authority to give blanket authorizations to dispose of records under retention schedules. As our wording was copied from that of the National Archives which does issue such orders, and as the various State departments "went along" with us on this bill under the impression that they could operate under fixed retention schedules, some of them may be disgruntled. However, I believe this will be a theoretical rather than a practical handicap, since all we shall be demanding will be that before destroying their records in accordance with their own planned schedules, they shall at the intervals they specify, send us a list of records they are proposing to destroy. If this list indicates that the State Records Commission has previously authorized disposal records in that same category, and it appears to the Commission that there has been no substantial change in the form, the Commission will waive a hearing and authorize disposal. Thus the Commission will have a complete record of documents destroyed but the Departments will not be unduly delayed in putting their disposal schedules into execution.

Staff Notes

Mr. East and I represented the State Library at the annual meeting of the Society of American Archivists held at Annapolis, Maryland October 15 and 16. Reports have been filed by both of us.

Mr. East presided at one session of the annual meeting of the Illinois Historical Society at Bloomington on Friday October 26.

Miss Harvey, a clerk in the Executive Department, has been using the desk in the Secretary's Office.

Visitors. Professor Arthur Bestor of the History Department of the University of Illinois brought his class on historical method to the Archives on Tuesday, October 30. Mrs. Pease and another instructor whose name I don't know, accompanied them. I told them about our work, showed some of our Treasures and conducted them on a tour of the Archives Building. On the afternoon they visited the Historical Library. On November 12 Dr. Pratt and I are to talk at the History Colloquium at the University on the Research Materials in our respective institutions.

Conference Room.

The Conference Room has been well patronized this last month - three classes weekly (Civil Service In Service Training), a meeting of the State Library Extension Staff, two

staff meetings, Dr. Bestor's class, three meetings of the State Records Commission and one meeting of a sub-committee of the State Nutritional Conference.

Staff Activities.

Miss Scheffler made three speeches during the month. On, "Washington as seen by a Midwesterner" before the Delphi (October 8) and the Optimissis (October 22) and one on "A cataloger becomes an archivist" before the Catalogers' Club, October 25.

Respectfully submitted

Archivist

Summary of events at the fifteenth annual meeting of The Society of American Archivists at Annapolis, Maryland, on Oct. 15, 16, 1951.

Reported by Ernest E. East

Sessions were opened at 10:30 a.m. in Carvel Hall (a hotel), with three papers on the subject, "The Educational Value of Archival Displays." Speakers were Dorothy C. Barek, librarian, New York Historical Society; Mrs. Elizabeth E. Hamer, publications officer, Library of Congress, and Lucile Kane, curator of manuscripts, Minnesota Historical Society.

Wayne C. Grover, archivist of the United States, presided at the opening session. Each speaker described methods in her respective institution.

Miss Barek first gave a brief history of the New York Historical Society which was organized in 1804. Displays are placed in a gallery, where they remain from one to six months, and smaller displays are shown near the entrance door. Special displays are arranged for groups. Displays include letters (she mentioned Albert Gallatin letters), newspapers and letters of newspaper editors; and oil paintings. Items in gallery are placed in upright cases. Colored paper frequently is used for background. Thumbtacks of varying color are used. For temporary exhibits labels are typed on a special typewriter. For the more permanent exhibits the labels are printed. Frequent letters of inquiry indicate a lively public interest in certain items.

"Education has to be a palatable pill or it will have no takers," said Mrs. Hamer in her talk on displays in the National Archives. Publicity on exhibits is desirable to justify appropriations or endowments. Institutional policies are to be considered in arranging displays. Then there are patrons who have valuable documents or large purses. Permanent exhibits should be highly selective. Mrs. Hamer recommended the dramatization of a few items rather than attempting to put in "all you have." The National Archives has nearly one million cubic feet of materials which include items touching every phase of the American government. Exhibits are arranged for special events including such subjects as Thomas Jefferson, the end of World War II. Surrender documents are put on display with military guard. Displays on foreign events are shown, among them items illustrating United States and Netherlands relations, also an exhibit of United Nations. Major anniversaries of the United States are marked with special exhibits such as the establishment of the United States Naval Academy. Form as well as content must be considered. The National Archives undertakes to use a variety of historical items. Maps when shown are preferably those in color. Captions should be confined to one card except in special instances. It is desirable to assign the writing of captions to one person. The most appropriate documents for exhibition purposes are those bearing ribbons or other color. Mrs. Hamer said she did not like monk's cloth for background. She prefers color. Use is made of cases which were installed in the Freedom Train. These were presented to the National Archives. Other cases are on the main lobby floor.

(displayed on Wednesday, October 17, in the National Archives were documents relating to the Revolutionary War, and photographs from negatives made by Brady).

Publicity on exhibits through television has been obtained by the Minnesota Historical Society, said Lucille Kane. Selected documents were shown. The subject was Fort Snelling. Miss Kane recommended professional direction for such a television program. Selection of materials for the Society's exhibits is made "at least" one year in advance. Manuscripts are used in most displays. These are chosen with special reference to their timeliness, cost of installation and public appeal. Recently shown were dresses of a century ago; a treaty of 1851 (not further described), a calumet and Indian dress.

Gov. Theodore R. McKeldin of Maryland at a 1 o'clock luncheon in Carvel Hall welcomed delegates to the meeting in a pleasant little talk. He was introduced by Philip C. Brooks, president of the Society. Chief Judge Ogle Marbury of the Maryland Court of Appeals and chairman of Maryland's Hall of Records Commission was scheduled to speak but was unable to be present.

Papers by Lester J. Cappon, Archivist, Colonial "Williamsburg," "The Archival Profession and the Society of American Archivists," and Karl L. Trever, editor The American Archivist, were presented at the afternoon session, also in Carvel Hall. Trever's subject was "The Archival Profession and The American Archivist." Luther H. Evans, Librarian of Congress, presided.

Mr. Cappon began by saying that amateurs in American history awakened public interest in preservation of our heritage. Professional lines in the earlier day were not sharply drawn. Archivists today have a two-fold responsibility--first to public officers for administrative purposes and to the public. The influence of historians has had a profound effect on archival practice. The new archivist declares that the records of today are the archives of tomorrow. At what stage of current or semi-current records does the interest of the archivist begin? The profession has a direct interest in records management. The archivist main duty is in the archives but the advice of the archivist is needed in the over-all records management and the retirement of records. Judgment is necessary in the evaluation of materials and especially in connection with those having historical value. The speaker continued to say that training of archivists is a "crucial" problem. Most of the early archivists were first historians and without formal training in modern archival practice. The speaker mentioned the institute in the preservation and administration of archives conducted by Ernst Posner, director of the school of social sciences and public affairs of American University and the value of the course. The speaker closed by saying that the Society of American Archivists provides a sounding board for archivists' opinion.

The journal of the Society of American Archivists is not alone a house organ but a publication which appeals to all persons interested in archival economy, said Mr. Trevor at the beginning of his address. The primary purpose of the publication is to unite the interests and objectives of its members. No group can be neglected if professional unity is to be preserved. The speaker enumerated some of the problems of the editor. One was the lack of contributions of literature by members. Some of the loudest critics of the content of the magazine are non-contributors said Trevor. He hoped for more enthusiasm on the part of members capable of making important contributions. Public recognition of the value of public records was stimulated by the establishment of the National Archives yet many scholars and administrators fail to evaluate archives as they deserve to be evaluated. The American Archivist can be made the instrument for bringing the importance of archives to the attention of legislators, scholars and the public. Here the speaker gave credit to librarians who had contributed to the success of the Society's journal. He continued to say that the American Archivist is the medium through which the member can be made conscious of his responsibilities to employer and to the public. It should help the member in his home community so that he can gain financial support. The American Archivist is not yet serving all of the purposes outlined. It does not receive enough articles in quality or variety. Thirty of forty articles printed in the last two years were other than papers presented at meetings. We need more short articles on practice of new techniques. The high cost of production is one of the editor's problems. The total cost of publication in 1941 was \$1,100. The cost of the recent September number alone was \$935. We will soon be faced with increased mailing costs. Advertising has been accepted in an effort to increase revenues. The Society needs more members.

Margaret C. Norton and Doctor Posner, among others, participated in the discussion which followed Trevor's address.

Members were guests at an afternoon invitation tea at Government House, the residence of Governor and Mrs. McKeldin.

At the annual dinner, held in the building of the Ex Fleet Reserve club, Philip C. Brooks, retiring president of the Society, and chief archivist of the general records branch, National Archives, spoke briefly. He mentioned specific projects in which the Society is co-operating. Major projects include the registration of historic manuscripts in which the Society and other learned bodies are interested.

Recommendations of the Society's long-range planning committee were presented in detail by Christopher Grittenden, director of the North Carolina Department of Archives and History.

The speaker emphasized that the report contained recommendations only and it was not expected that the program would be carried out immediately. He outlined the program of proposed publications in the field of archives. First he mentioned publication of documents; support of the committee for commission, on historic manuscripts, and miscellaneous publications. Major production was to include a handbook of state and territorial documents; a manual for use in the social services; a survey of archival legislation in the United States; a manual on archivists and historical organization; a manual, or handbook, on college and university manuscripts, and publications by all agencies of a guide to their holdings. The committee's report recommended endorsement and encouragement of an archival history, and similar encouragement to the publication of a work on record management. The speaker discussed the need and importance of the training of archivists. He suggested that the subject be brought to the attention of historical organizations.

Formal reports were made by Roger Thomas, secretary of the Society, and by Helen L. Chatfield, treasurer.

Officers were elected as follows: President, William D. McCain, director of the Mississippi Department of Archives and History; vice president, Wayne C. Grover, Archivist of the United States; secretary, Roger Thomas, Hall of Records, Annapolis; treasurer, Helen L. Chatfield, Bethesda, Md., and member of the council, Alice E. Smith of Wisconsin.

Members and guests were invited to visit the Naval Academy and other establishments before the opening of the Society's session on Tuesday morning, October 16. Guide service was furnished at the Academy and at the Colonial State House, the Old Treasury Building, St. John's College, the Maryland Hall of Records, and the Hammond-Harwood House.

A technical paper, "A Survey of the Field of Microreproduction," was presented at the first session October 16 in Carvel Hall by Vernon D. Tate, director of libraries of the Massachusetts Institute of Technology. William D. McCain, director of the Department of Archives and History of Mississippi presided.

described

The speaker first/the several kinds of reproduction processed on microfilm. These included the roll film, micro sheets, microcards, and centura. Microfilm commonly employed is 16, 35 and 70 millimeter. A reading machine is a necessary part of equipment. The use of roll film for insurance purposes is standard practice. Microfilm equipment becomes increasingly more complicated and expensive. A reading machine may cost as much as \$400. Later at The National Archives there was displayed a microfilm machine which it was stated cost \$7,000. Sheet microfilm has been used only experimentally in the United States but the process is in common use in Europe. Standard sheets are 3 by 5, 4 by 6 and 6 by 9 inches. This process is well adapted for reproducing certain materials. Both sides of the microcard may be used for reproducing catalogue cards. Negatives here used are 16 millimeter.

Doctor Tate continued to describe the several models of reading machines. Two types of readers are manufactured--one which shows the image by reflection, the other by translation. The latter process, he thought, made for greater legibility. He added here that microphotography was only one method of reproduction. The microfilm and the microfilm reader may not suffice for all purposes. If only one copy is desired the photostat is preferable. Contours the speaker described as a self-contained machine which takes off a record page with a simple exposure. The sensitive paper used must be developed. The speaker mentioned new and probable developments in reproduction processes. The most sensational process, he stated, was performed with the Permatex. This machine will reproduce as many as one million words a minute. Looking into the future, Doctor Tate thought it possible through the use of electronics, to translate a document text from one language to another.

Vice Admiral Harry W. Hill, superintendent of the Naval Academy, was scheduled to speak at the luncheon session on "My Adventures With Maryland Records," but was prevented from being present. In his place, David C. Mearns, chief of the manuscript division, Library of Congress, presented a talk which was largely humorous. He mentioned recent opinion that under strict interpretation of copyright law ~~that~~ libraries and other institutions in possession of manuscripts had no legal right to publish the contents of such documents, the title to the right of publication remaining in the creator of the document, or in his heirs. A similar statement ~~xxxx~~ was made by Luther H. Evans, librarian of Congress, at an earlier session.

At the afternoon session on October 16 two papers on publication programs were presented. The first by Fred Shelley, librarian of the Maryland Historical Society, was titled, "The Publication Program of the Maryland Historical Society." Philip M. Hamer, executive secretary of the National Historical Publications Commission, had for his subject, "The ~~Publication~~ Program of the National Historical Publications Commission." Presiding was Charles A. Barker, professor of history at The Johns Hopkins University/

The major publication of the Maryland Historical Society is Colonial Records, the first volume of which was issued in 1883. Sixty-four volumes now have been published. Six qualified members are editors of the series. The Society began publication of a Journal in 1906. Occasional publications include the journal of Charles Carrollton of Carrollton; a description of the Calvert family papers; Maryland in War; a history of Queen Anne County; a reprint of a newspaper history first published in the 1880's; news leaflets, ~~and~~ A guide to manuscripts is in preparation.

Doctor Hamer in setting out the purpose and policies of the National Historical Publications Commission made it clear that the commission itself plans ~~to~~ to do no publishing. Its purpose, rather, is to encourage cultural organizations and institutions to undertake the publication of the papers of Leaders in government, business, professional services, labor, social welfare, education, science, and other fields. The commission is a unit of The National Archives. Its members, eleven in number, receive no pay. The

commission was largely responsible for the records act of 1850.

Doctor Hamer continued to say that the act provided the commission should make selection of important materials and encourage the collecting and publishing of documents of importance to the history of the United States. The commission does not desire to dictate to other agencies. It is intended to be a staff agency for collecting, preserving and publishing materials. It is authorized to co-operate with local agencies on collections of manuscripts--not to do collecting. It is interested in establishing a union register of manuscripts. The commission has presented a preliminary report to the President of the United States which is to be followed with a more complete report. Doctor Hamer made available a number of copies of the commission's preliminary report which were distributed at the close of his address.

The speaker explained that a survey of scholarly opinion was made in 1950 with the result that the names of more than 150 persons were recommended for possible inclusion in a national program for the publication of the papers of important Americans. The commission adopted a provisional list of sixty-six persons whose papers should be given special consideration in the national program. First on the list was Benjamin Franklin whose papers were regarded as the most important of any man living wholly in the eighteenth century. Doctor Hamer mentioned a score of persons included in the list of 66. These names are in the commission's preliminary report.

The subject of financing projected publications has not received detailed consideration by the commission. The speaker said the Federal government doubtless would make its contribution to the national program but that the cost should be met on a co-operative basis. It is expected that non-Federal contributions will be made by State and municipal governments, libraries, historical societies, universities and colleges, business corporations, business corporations, civic groups and individuals.

In the select list of 66 is Jane Addams, co-founder of Hull House in Chicago, who died in 1935, a native of Cedarville, Ill. Others include William Jennings Bryan, a native of Salem, and Stephen A. Douglas, who held several public offices in Illinois before he was elected United States Senator.

Margaret G. Norton presided at the closing session of the meeting, the subject of which was "New Archives and New Archivists." Five persons presented papers describing organization for care of archives in ~~four~~ four states, the fifth being Henry Edmunds, archivist of the Ford Motor Company. States were represented as follows: Georgia, Mrs. Mary G. Bryan, director of the department of archives and history; Minnesota, Robert M. Brown, archivist; North Carolina, W. F. Burton, archivist, and South Carolina, J. H. Easterby, director, historical commission.

The second and last social event was a cocktail party at Alumni House at which delegates were guests of the Hall of Records Commission.

At the invitation of Wayne G. Grover, Archivist, the writer and others, visited The National Archives in Washington beginning at 10 a.m. on Wednesday, October 17. Six delegates and visitors to the Archivists' meeting and four newer employees of The Archives were conducted on tour. They were met by Mr. Trevor. Later Mr. Grover and Mr. Brooks came in the room to greet the visitors. I was impressed with the cordiality of the welcome. Mr. Trevor and Mr. Foster constituted the escorting hosts. Visited, in order, were the Preservation Services branch; the stacks, the microfilming unit, the central research room, the cardograph section. Before noon, Mr. Foster conducted out-of-town visitors to the Federal Records Center, annex, at 2301 Lawrence Avenue, N. W. This is a warehouse, previously occupied by Sears Roebuck. It is the annex to the principal center located in the former torpedo factory at Alexandria, Virginia.

The annex covers 130,000 square feet and is used chiefly to receive non-current records from departments of the government who make large transfers to the center. Generally the departments are in haste to get back their cabinets in which records are transferred. Accordingly, those in charge at the center transfer records to paper cartons which are labeled and shelved. Policy is to skim off the cream for deposit in The Archives building.

This center is one of seven established at larger cities in the United States. One is in Chicago.

The writer was astonished when he found that much wooden shelving was being installed in this center. Mr. Foster explained that steel shelving and cabinets could not be procured immediately and those in charge were forced to improvise. Fifteen hundred sections of wooden shelving was recently installed. An equal number is to be added. Cartons containing records are placed two deep on shelves opening on two aisles. Each section is nine shelves high and holds 54 cubic feet of cartons.

In the preservations room Mr. (Colonel) Kimberly,?; and one of his assistants described processes. Papers rendered dry and brittle from overheated storage are placed in a humidifying room. Steam is introduced until records take up the proper amount of moisture. Afterward they are ironed flat. Paper in bad condition is laminated. The machine was not in operation but samples of its work were exhibited. Bound pages are separated and a binding strip is added before lamination. Mending tissue is removed with moisture, generally applied with pieces of blotting paper. A solvent, "xyene," is used for removal of scotch tape. An imprint of a newspaper page on a thin acetate sheet was shown. It was explained that this is a "pick-off." The acetate sheet is pressed lightly on the printed page and pulled off before it is merged with the fiber.

In the microfilming unit four machines, operated by women, were seen. At this hour operators were feeding single sheets into the several machines for reproduction. One machine was capable of taking two sides of a single sheet automatically. On others it was necessary for the operator to run the sheet through a second time to get the reverse side.

For checking microfilm negatives for legibility a reader, "Florfilm", was in operation. The film moved very rapidly horizontally from right to left. It was stated that the machine cost \$4,000.

Typically, stack arrangement was shown and explained. Much of the equipment originally installed--cabinets and sections of drawers for flat filing--have been discarded in the main use. It was learned that part of this is used in the legislative section and at the center annex. Steel drawers (cost \$4.00 each) which had a metal lid were found unsuitable on account of the unnecessary handling of documents in the search for a particular document. Vertical filing appeared to have been substituted, at least in part.

Mr. Friis in the cardograph section had numerous maps laid out for our inspection. He was delightfully lucid in his explanation of materials and methods. Before we got a good start in this section we were hurried off to meet the schedule which provided next for a trip to the center annex. Mr. Brown of Minnesota, the writer and Mrs. East determined to return to the cardograph section after luncheon. This we did. In the afternoon Mr. Friis brought out two treasures which were found in a bundle of miscellaneous maps. One was a plat of Yorktown and its environs made by a French engineer at the request of General Washington shortly after the surrender of Cornwallis. The other a map of North America, published in England, which was sent home by Benjamin Franklin. On a tab on the reverse side was a signature which appeared to be that of Franklin. Other maps and general land office plats were examined, all of which were made highly interesting by Mr. Friis' explanations. A major exhibit in another part of the Archives was the World War map which was used in the headquarters of General Eisenhower.

At the Archives we viewed a display of Revolutionary War documents on the lobby floor and elsewhere a display of Brady photographs.

Last visit was to the legislative section and here Mr. Pant, whom we met at Annapolis, briefed our party on holdings in his department. He summoned his superior, Mr. Rufford and three other employees of the section, all of whom were introduced and invited to remain for the period of our visit. This section houses all records of the Continental Congress and later Congresses. We were shown a large section of empty shelves. We were told, in confidence, that papers of the first twenty Congresses had been transferred to another place for security.

Our party helped close the building at 5:15 p.m.

end

SOCIETY OF AMERICAN ARCHIVISTS
Annual Meeting
Annapolis, Maryland
October 15-16, 1951

Mr. Ernest E. East and I represented the Illinois State Library at the annual meeting of the Society of American Archivists held at Carvel Hall, Annapolis, Maryland, October 15-16. This was the largest conference, 156 having registered by noon Monday. Many of the Washington people attended for only one day and did not register, and there were many wives and other guests which brought the attendance to over 200.

On our arrival Sunday afternoon Mr. and Mrs. East and I visited the Maryland Hall of Records where we found other early arrivals. Dr. Radoff conducted us on a tour of the building and later served suitable refreshments in his office. I was struck by the impressive amount of work which has been accomplished there since my last visit. Particularly I was struck by the fact that Maryland now has microfilm copies of all early county records. Some of this work was done by the Mormons, but not all. The Hall of Records building is now practically full. There are no immediate plans for an addition.

On Sunday evening the Committee on State Archives of which David Duniway of Oregon is chairman, met at the Hall of Records. We adopted a five point program for committee work, to extend over several years:

1) Bring up to date the Directory of State Archives published in The American Archivist, July, 1947. (Mr. Duniway submitted a mimeographed draft which was circulated among those in attendance, with the request that he be notified of any needed corrections. A list of members of the Society was sent out recently by the Secretary, and the two lists are complementary.)

2) Gather and summarize the variations in laws of the state relating to:

- a. The duties of the state archivist.
- b. The handling of state records.
- c. The handling of local records.
- d. Governing the microfilming of records.

3) Gather and summarize comparative data to serve as the basis of a manual on the accessioning and processing procedures of state archives and publication programs, including the gathering of sample forms and publications with explanations of their uses and compilations, (Dr. Van Schreven of Virginia is already working on some phases of that, though I do not remember that he has ever asked us for data.)

4) Gather and summarize comparative data to serve as the basis of manuals on the disposal policies of state archives and the training of records personnel in state government, including the gathering of sample forms and explanations of their uses.

5) Gather and summarize comparative data on the technical equipment of state archives, and the technical facilities of the states in the fields of microphotography, photographic duplication, and punch cards.

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- 4) Gather and summarize comparative data to serve as the basis of manuals on the disposal policies of state archives and the training of records personnel in state government, including the gathering of sample forms and explanations of their uses.
- 5) Gather and summarize comparative data on the technical equipment of state archives, and the technical facilities of the states in the fields of microphotography, photographic duplication, and punch cards.

Following this meeting the technical exhibits were erected in the Conference Room on the third floor. Connecticut, New York, Oregon, Delaware, Colorado, Oklahoma, Illinois and perhaps some other state brought exhibits. We showed our State Fair posters, our staff manuals (State Library and Archives) and one volume of our History of State Departments.

October 15. Morning Session

All meetings were held at Carvel Hall. The first session, Monday morning, was presided over by Wayne Grover, archivist of the U.S. The announced topic was "The Educational Value of Archival Displays" but all speakers ignored that and gave practical pointers on the selection of materials for display and effective techniques. To me this was the most valuable session.

Miss Dorothy Barok of the New York Historical Society opened the program on the how and wheres of exhibits. She said a good exhibit should either tell a story or illuminate a period. The New York Historical Society has rich collections covering not only local but national history. They use two types of exhibits, quasi permanent galleries (history of N.Y. City, fire apparatus, period rooms, American Navy, Audubon, etc.), and on the main floor two galleries for special exhibits shown for from two to six months. One or two major exhibits are prepared each year, with smaller exhibits from time to time. Subjects of general interest to both adults and children are tried for; also exhibits built around anniversaries, societies meeting in N.Y., etc. Some manuscripts are included in all exhibits, sometimes the exhibits are entirely of manuscripts.

The building presents certain handicaps to effective exhibits. The rooms are long and relatively narrow, about 53x27 ft., with 17 foot ceilings. The walls are of hollow tile to which nothing can be affixed. There is a picture mold 15 feet from the floor from which they suspend wooden panels 4 feet high and of varying lengths, either hung at chair level or with panels angled out. There are no built in display cases but they do have some table cases and some upright cases. If manuscripts are being exhibited the upright cases are placed at the center of the gallery or at right angles to the wall.

The table cases are lined with colored paper - two or three colors for the general background - colors suggested by the subject, as yellow and blue for New York (color of city arms), black and red for newspapers, etc. The table cases are easier to load. The upright cases use slanted racks with manuscripts fastened on home made racks with ribbons of plastic or plastic "rain" (like plastic soda sippers), fastened with colored thumb tacks are used to supply color.

The labels are intended to appeal to the general public. The wording must be helpful to the casual visitor, but not stupid to the specialists. A general heading made of plastic or cut-out cardboard letters is affixed to the walls. Labels for separate items are typed with a speech typewriter on white or light colors, in the case of temporary exhibits, printed in the case of permanent exhibits. Arrows of colored paper call attention to items on the document. In a recent exhibit on the

Confederate Navy a blue and gray background and gray labels were used. Reference is made on labels to contrasting or comparable materials in another part of the exhibit.

Mrs. Betty Hamer, formerly of the National Archives and now with the Library of Congress, spoke on archival displays at the National Archives.

She started out by answering the question, "Who constitute the actual or potential public?" School children, general public, tourists, special public as agencies of the government, historical, literary and scientific groups, and, not least, actual patrons and donors. Archival exhibits should be permanent or temporary or a combination of the two. While permanent exhibits have been criticized as being static, it must not be forgotten that people often want to see again and again certain "name documents." Some "treasures" should be selected for a permanent display - a small section for unique material. The treasure angle is good, but you should be very selective - high-light a few good items but don't try to show everything. Remember that permanent exhibits tend to get shabby if one is not careful.

You should show your own holdings and build around them. The National Archives builds exhibits around anniversaries of national significance, for instance: Jefferson's career, World War II surrender papers; international events as U.S. - Netherlands relations at the time of Queen Juliana's accession; community programs as U N Day; anniversaries of federal departments; gifts.

No exhibits should be put on without adequate research preparation. At the National Archives the custodial people suggest documents, human interest things. It is also necessary to consider the form of the material. Most archival material is not decorative. Most documents are not even on parchment (always impressive), few bear important signatures, or seals or ribbons, many are merely carbon copies most monotonous in size and appearance. It is necessary to liven the exhibit of such materials with photographs.

The labels describing the archives must tell a story. "Nullification Proclamation" in itself has little meaning - enough must be told about it to explain the significance of the document. More people read captions than the documents.

Labels are typed on special typewriters or hand printed. Cut-outs are also used. Mrs. Hamer recommended the use of an Embossograph Machine for making labels. This embosses letters of varying sizes in varying colors on card board. It is not hard to use once one learns how to measure for correct space. She thought the machine costs about \$700 but has promised to send us addresses and prices. Sample of this work accompany this report. Because of the numerous applications to State Library work I recommend the purchase of this equipment.

Mrs. Hamer next took up considerations in preparing exhibits of archives: preservation and safety, attractiveness of exhibits, lighting, etc. She spoke of the difficulties of

preparing exhibits in the huge circular exhibit hall of the National Archives because the architectural features and the huge murals dwarf all displays. The lighting is also bad there. Dramatic materials have to be used.

Color is necessary to add drama to displays. Use nothing neutral. For mats she advocated 100% rag paper with PH of 5 or better. She likes small staples better than thumb tacks - less conspicuous. Photographs must be mounted to keep from curling.

The National Archives now uses the vertical cases from the Freedom Train for displays in the corridor surrounding the circular exhibit hall. Deluxe warm white fluorescent lights which have some yellow in them are recommended as generating the least heat and violet rays.

DuPont plastic (lucite?) half an inch thick and costing about \$3 per square foot is used over documents displayed. A thinner plastic will warp. This material is easily cut and drilled. Loose volumes are covered with lucite sandwiches, tilted in the cases to a slight angle, with edges not sealed. There is no danger of friction or pressure on the mat, 70-80 humidity is maintained in the building. The interior of the cases are pastel colored. HC211 special lucite is a better filter than yellow film.

Mrs. Hamer then spoke briefly on the recent treatment of the Declaration of Independence and the Constitution at the Library of Congress. She displayed samples of the materials and distributed booklets describing tests and procedures. These two documents are now sealed in insulating Thermopane from which the air has been expelled and helium substituted with 25% - 30% moisture added. Glass was used instead of lucite because glass is inorganic whereas lucite is organic. Helium is not chemically active as oxygen would be. A laminated glass filter is also added. This work was done experimentally and is not commercially available. Lucite is recommended for most purposes.

Once your exhibit is in place you must call public attention to it. Mrs. Hamer was cynical about the argument that people would flock to see archives because of the thousands who visited the Freedom Train at each stop. She said the Freedom Train publicity was one of the greatest advertising campaigns ever staged in this country. You can do something, however, through press releases, stories in newsletters, notices to schools offering tours, etc. In these point out one item of special appeal. The radio can be used through "local news chatters" and T V has occasionally used copies of documents around which a visual story can be built. Prepare a catalog of the exhibit - printed or processed. If this catalog gives background information besides a mere listing of the documents teachers will use them.

The National Archives uses fanfare in opening its major exhibits. It holds a reception or preview. The staff dresses up, circulates about to get names of persons attending and to show them around.

Miss Lucille Kane of the Minnesota Historical Society gave the third paper on the program. She said that her institute prepares a one year schedule for its major exhibits, planned by the curator of the museum and staff committees who take into consideration time limits, cost, staff time and appeal. There is also long range planning for semi-current exhibits. When the program has been determined upon the curator criticizes the suggestions and sketches an outline of the show. The staff surveys the material, prepares a bibliography and gathers a shelf of books relating to exhibit subjects. Educational bulletins are prepared relative to each exhibit. These are historical summaries written in popular style but giving accurate information, and are intended for the use of teachers.

Manuscripts not dramatic in themselves are pointed up by other material, as for instance, a grocery bill with a picture of costumes or kitchens of the time. Books, objects, manuscripts and maps are used.

At the entrance to the exhibit hall is a chart showing the location of the various subject groups. It is on colored paper, using rope and wood for outdoor effect.

The exhibits must be timely, and accurate in information. Some tell the story of a man or a group. One effective device often used at Minnesota is a large wheel to which manuscripts are connected with cards with a central card tying the subject together.

Examples of successful exhibits were: census taking in Minnesota, valentines (printed and manuscript, displayed against a black velvet background with only period given as labels). Special exhibits can be made for special speakers or special meetings in the building. These can be simple displays of manuscripts with a few illustrative materials. There is a variety of source ideas in widely circulated books.

One particularly successful T V show on Ft. Snelling had the narrator show passages woven into the manuscript. Professional advice is necessary on T V and radio programs may "flop."

Exhibits combined with talks can be used to encourage records presentation, particularly to combat uncritical saving of manuscripts. A selection of manuscripts is placed on a table, the speaker talking about how the institution acquired them, how the manuscripts were created. Self envelopes, copybooks, etc. are of interest. Tell how the manuscripts are used for literary purposes. The audience is then invited to examine the display. This procedure is not successful unless limited to 30 to 40 persons, whereas thousands can see ordinary exhibits.

Miss Kane gives a series of talks each year to the University students to acquaint them with what manuscripts are and how to use them. She explains the classes of records-business, personal and government, showing examples of each type, research problems in using them, units of measurement, etc. Features of manuscripts common to all types are explained and the students encouraged to handle and to discuss them. She also talks about such source materials as diaries, interviews, diplomatic dispatches and such appliances as win recorders, photostats, contours, microfilm readers, etc. Newspapers and maps are also described.

There was a lively discussion following these papers. Among the matters brought up were:

Labels. These should have an overall "punch" title, brief identification, then more detailed captions. One person should write all the labels for one show, to make for unity and continuity. A clever title and subtitle should be in big letters. Chapter headings should be in large letters, each case being given a title in large letters. Each item should tell in detail about how the item relates to the general story. Never omit name of donor and year of gift.

The question of placing typed copies of a manuscript beside the original, especially when that is less legible was discussed. For instance, a facsimile of a facsimile of the Declaration of Independence made before the original had faded, is displayed near the original. Also photostats of backs of manuscripts are desirable. The extent to which this practice can be followed depends upon available space.

Luncheon

The luncheon session at Carvel Hall was highlighted by a delightful witty talk by Governor Theodore R. McKeldin who radiates friendliness.

Monday Afternoon The Archival Profession

Dr. Lester J. Gappan, archivist of Colonial Williamsburg, Inc., spoke on "The Archival Profession and the Society of American Archivists", and Dr. Karl L. Trever of the National Archives who is editor, on "The Archival Profession and the American Archivist." Although I have full notes on both of these papers I do not think either of particular significance to us. Dr. Gappan gave somewhat of the history of the archival profession in the United States. Dr. Trever said what his predecessor editors have reiterated, that The American Archivist will be only as good as its contributors make it. Particularly the editor does not get enough material on the more practical aspects of our work "at the grass roots." He spoke of the rising costs of publication - \$1150 for printing all of 1941, \$956.39 for the October 1951 issue alone. No savings seem practicable through a change to new print. He said advertising is the only way out, but that our subscribers must make advertisers think it worth while. For instance, Contoura withdrew its ad because it did not get a single response. Advertisers require a minimum circulation of 1000, which means we must increase our subscription list.

There was a lively discussion of the two papers but nothing significantly new was brought out.

Governor and Mrs. McKeldin gave us a tea at the executive mansion, which in Maryland is known as "Government House."

- 7 -
Monday Evening
The Annual Dinner

Since Carvel Hall had another fire last winter we had to go out for all meals but one. The annual dinner was held at a night club down on the wharf. Retiring president Philip C. Brooks spoke briefly then turned the meeting over to Dr. Christopher Crittenden who gave the report of the Long Range Planning Committee. Unfortunately I had no writing supplies with me so we shall have to depend on Mr. East's notes for this. In brief, a long range publication program is planned, to include manuals on various techniques, etc.

The business meeting which followed was lively as usual. Phil Brooks handled the affair with tact and poise. Four proposed amendments to the constitution were voted down. These were:

- 1) Amendment to Section 6 which would require foreigners to pay the same dues as Americans. It was pointed out that their comparative exchange rates and prohibitions against exportation of currency make it still difficult for them to hold membership.
- 2) Section 9 it was proposed to amend by changing the status of the editor to a non-officer (taking him off the Council), and to prohibit the president from serving more than one year.
- 3) Section 18 would have been changed to provide that all meetings shall be held at that "place...nearest to the places of residence of the largest number of members."
- 4) Section 20 would have limited the duties of the editor to getting out The American Archivist.

To the nominations made by the nominating committee was added the name of William J. Van Schreeven for council member. By the time this item of business was reached some of the members had visited the bar a few time and a worried ex-school teacher secretary consulted some of us afterwards as to how to write up the minutes. Among the proposals was for "a secret ballot singed by each voter.) If it had not been obvious that that same crowd which seems to be trying to get control of things was back of it, I might have voted for Mr. Van Schreeven because the other nominee Alice Smith seldom attends meetings and was not present. The following were finally elected:
President. William D. McCain, Mississippi
Vice President. Wayne C. Grover, National Archives
Secretary. Roger Thomas, Maryland Hall of Records
Treasurer. Helen L. Chatfield, Bureau of the Budget
Council Member. Alice E. Smith, Wisconsin Historical Society

Tuesday A.M.

Tour of Historical Annapolis

A tour of the city scheduled from 9 to 11AM. As I had visited the Academy several times I divided my time between the Hammond-Harwood House, the State House and the Treasury. This latter building has recently been restored by the Hall of Records. Originally built to house the banks which issued bank notes, it was later used by the State Treasurer, and still later as a State office building. A hostess is in charge. Several original ledger volumes are on display.

Tuesday Session
Recent Microfilm Developments

Dr. D. Tate presented a paper on "A Survey of the Field of Microreproduction". As you know, his delivery was poor, I was late and sat in the back of the room. When I came in he was discussing microcard and the Boni process. He discussed recent publications by those media. Other topics were publication by fine print (readable with a magnifying glass), microfilm readers, photostat, contoura, multigraph, etc. Dr. Tate thinks more planning and experience is needed before we can do much duplication by microfilm. For instance, no studies have been made of the right type to use, etc. Conventional printing is still best. Treater flexibility and cheaper composition are needed and experiments are being made along those lines. Ozalid and powdered plastics have possibilities.

Dr. Tate concluded with a discussion of recent electronic equipment such as facsimile scanning, miltifax, computing machines, translating machines, indexed information, analyzing readers, etc. Although I heard only the last half of his paper I am under the impression that he was discussing nothing newer than the sort of thing we heard at the U. of I. two years ago.

Tuesday Luncheon

Luncheon Tuesday was a buffet luncheon served at the Officers' Mess at the Academy. "Mess" would be a good term, I must say. The commandant of the Academy, Admiral Harry W. Hill was scheduled to speak, but went to launch a submarine or something. David Mearns, new head of the Manuscripts Division of the Library of Congress spoke instead. He aimed to be witty but failed badly. The major point of his address dealt with the proposed revision of the copyright law, which Luther Evans had also talked about in discussions the day before. Shaw's book on the absurdities of a copyright law which makes it illegal for any institution to publish or even own manuscripts without consent of the writers or their heirs, touched off the discussion. I gather that the Library of Congress is planning a "drive" for a demand for revision of this law.

Tuesday P.M.

Two sessions (on top of the luncheon program that was not over until nearly 3!) were held the last afternoon. The first of these had the general topic "Archival Publication Policies." Mr. Fred Shelley, formerly of the Library of Congress and now with the Maryland Historical Society, lead off with a paper on "The Publication Program of the Maryland Historical Society". While ably presented and interesting to hear, this was merely a history of the host society and I do not think of sufficient interest to merit summary here.

Philip M. Hamer, director of the National Historical Publications Commission, presented an able report on plans of the Commission and distributed copies of the preliminary report to the President. I picked up an extra copy which accompanies this report. To me the most interesting item is that the Commission is surveying the need for filling in gaps in private papers and archival materials not yet published, and will act as a coordinating agency, but does not expect to do much actual publication itself. The Commission, he said

has neither authority nor desire to interfere with the operations of other institutions. It will not violate the province of state or private institutions. It will serve as a national staff agency in the field of preservation and publication of historical materials but will encourage others to do the actual publication.

The Commission has a three point program. 1) Facilitating activities; 2) Planning a publication program; and 3) Formulation of editorial policies.

Its facilitating activities will take the form of cooperating with various agencies in the collection and preservation of manuscripts but it will not collect itself. When its influence can be helpful it will try to get transfer of manuscripts from private hands to public institutions. It will encourage the writing of articles designed to rouse interest in such transfers encouraging articles in such popular magazines as Colliers and the Saturday Evening Post.

It plans a national register of manuscript groups - not a catalog of manuscripts. Action on that was postponed because one of the national historical groups has been trying to get a foundation grant for that purpose. Hopes of this are now dim. A list of 1300 depositories has been compiled and a questionnaire will soon go out for a directory, which will probably be the first publication of the Commission.

2) Plans for a comprehensive national program for the publication of historical source materials. The Commission has authority to publish historical works but it is more interested in source materials. Plans call for the publication of American leaders. This stems from the interest of President Truman in the Jefferson papers. He asked for a survey of what is needed for publishing the papers of other persons. The preliminary report is being distributed. Scholars in various fields were asked for advice on persons whose paper should be published - not merely those in political life but also those who have made contributions to agriculture, literature, technology, the fine arts, etc. Benjamin Franklin is undoubtedly first choice. A list of men suggested is included in the printed report.

The second item on the program calls for the systematic publication of selected archives of the United States and major aspects of national development - such things as previously printed by Peter Force, the American State Papers, War of the Rebellion Records, State Department's Foreign Relations Service, Cather's Territorial Papers, etc. The purpose of this part of the survey is to learn what has been done and to determine what gaps need filling.

Three proposed projects are of especial interest: the papers of the Continental Congress (the Journals only have been published by the Library of Congress and comprehensive documentation of the work of the 'First Federalist Congress,' including newspaper accounts and correspondence of members; and a documentary history of the ratification of the Constitution and the first ten Amendments.

The Commission does not intend to do the papers of the American listed, but hopes to get state and local historical agencies to bear the expense of publication. It will do most of the editorial work, however. For instance, the Commission hopes some Pennsylvania institution will sponsor the publication of the Franklin papers, Hamilton by Columbia university; Dr. Welch by John Hopkins, Virginia institutions for Virginians. As to costs - the Commission hopes money will be made available.

The third part of the Commission's plans relate to editorial and publication policies. By "publication" the Commission means not only printing but photo-offset processes and micro-filming. In view of the quantities of material under consideration microfilming will probably be the chief media of publication. The publications should include not only what the subject wrote but also what he received.

Among the problems are: To what extent shall there be republication where fragments have already been printed. How much and what type of annotation? What do you mean by "papers" - St. Gaudens (include Adams memorial in Washington?), Latrobe (include architectural drawings?); are Gilbert Stuart's paintings a part of his papers?

The Commission hopes to get out a manual suggestive of policies, flexible, not simply a list of rules.

Tuesday PM

The program on "New Archives and New Archivist" over which I had been asked to preside, did not get under way until 5 P.M. Five archivist had been invited to participate by the program committee and all five had accepted. I had hoped at least one of them would ask that his paper be read by title or at least that they would cut out all but their plans for the future. All promised to cut their papers but not one of them omitted so much as a comma. The session lasted until 6:30, despite the fact that 3 P.M. was check-out time and that a cocktail party was scheduled at 5, about 50 loyal members stayed to the end, paying close attention.

Participants were Mrs. Mary Givvens Bryan of Georgia (successor to the late Mrs. Hayes), Robert M. Brown of Minnesota, Henry Edmunds of Ford Motor Company, J. H. Easterby of South Carolina and W. F. Burton of North Carolina. All reviewed the past history of their institutions and outlined plans for their proposed work.

Of these perhaps the most interesting situation is that of Dr. Easterby, perhaps because of what he could not say. The South Carolina Historical Commission was organized in 1905 but the secretary Mr. Bailey just sat there and did nothing. He was always whining about not having any staff or appropriations, but he never did anything to interest the legislature. So South Carolina is, as Dr. Easterby frankly put it to me privately, 50 years behind all other states historically speaking. The former secretary is still alive and actively opposing any changes or amelioration in budgetary conditions, probably because he does not want to be "shown up."

Dr. Easterly thinks his first job should be to build up historical consciousness in South Carolina and to collect her historical treasures before they have been dispersed, rather than to work with modern records. Probably he is correct though one wonders if he can afford to let state administrators get out of hand in dealing with their current record problems.

North Carolina has for many years had one of the most progressive archival agencies. Mr. Burton, the new archivist, therefore is not confronted with the organizational and educational programs necessary to a newly organized department. I was therefore in a way more interested in his program than in that of the others. I was interested, therefore, to hear him say that what is most necessary is to get better control over the masses of records which have been received in recent years, which is what we here conceive to be our biggest immediate job. As with us, top control over records is achieved at the time the records are received through inventories, on the theory that "it is better to have some control of all records than to have minute control of a few records and no control whatsoever of others. Our policy, therefore, has been to gain at least top control of all records as soon as they are received, with the ultimate objective of tightening the control of many of them." He is now rechecking inventories and rearranging the stock areas.

"It was discovered that the card catalogue system, previously used to a limited extent, needed an overhaul job. In a few cases it was serving its purpose well. For example, the map collection was adequately controlled by this method, but in many other cases as many as fifty cards existed where one or two would more efficiently serve the same purpose. In revising this system, the watchword was simplicity."

All of which, with other matters discussed, such as preliminary surveys for needs for a record center warehouse and for comprehensive survey of the possible reduction of bulk through microphotography might be a statement of our own program for the biennium. Incidentally, the site for this proposed record center has been purchased and the architect is now working on plans. In one respect their program differs from ours in that they have a central microfilming unit. We know the arguments superficially favorable to such an operation - uniformity and financial economy. But a central microfilming project puts responsibility for making films which will be acceptable as evidence, on the archivist and not on the department creating the records where it properly belongs.

The convention closed with a cocktail party at Alumni Hall.

One other convention note must be reported, and that was the announcement of the tragic suicide of A. R. Newsome, formerly director of the North Carolina Department of Archives and History and later head of the History Department of the University of North Carolina. You will remember him as President of the Society of American Archivists at the time the Society met in Springfield. Like Dr. Connor he had difficulties with President Graham and apparently "could not take it." I always thought him an exceptionally well balanced person.

Respectfully submitted,

Archivist

Report of the Field Visitor for October, 1951

The field visitor attended the annual meeting of the Society of American Archivists in Annapolis, Maryland, on October 15-16. He passed one day at the National Archives in Washington, D. C. on October 17. A separate report was made by him earlier on these activities.

He presided at the opening session of the annual meeting of the Illinois State Historical Society at Bloomington on October 26.

He indexed the United States Census of 1830 for Peoria County and attached territory.

He continued typing for a permanent record his hand-written notes on the organization of counties with particular reference to court house construction, court house fires and loss of records through fire.

Attended staff meetings on October 9 and 23.

Wrote one letter on official business.

His article on Illinois court house fires, together with a tabulated summary of facts, appeared in the October number of Illinois Librarian.

Ernest E. East

ARCHIVES ACCESSIONS

October 1951

Secretary of State	15 documents
Security Department	
Index Department	8 documents
Real Estate Titles, 3 cases	
Governor	5 cartons
Official Records, 1934-40	
General Assembly House Clerk	
67th General Assembly. Miscellaneous	19 documents
	<hr/>
	35 documents 5 cartons

ARCHIVES REFERENCE
October 1951

State Business:

Secretary of State	
Corporation Dept.	
Annual reports	135
Index cards	53
Executive Dept.	
Notary bonds	4
Trade Marks	10
Index Department	
Deeds to State property	3
Elections	15
Securities Dept.	
Closed cases	2
General Assembly	30
Dept. of Registration & Education	
Applications	4
Division of Waterways	
Canal records	2
	<hr/>
	261

Other Reference Calls:

In person or by phone	
Archival technique	10
Family history	
Civil war	22
Spanish American war	3
Name index (phone calls only)	34
County histories	4
1830 census	1
1850 census	7
1860 census	1
History	
Election records	1
General assembly records	2
Executive file	1
Governor's correspondence	1
	<hr/>
	89

Mail reference

Archival matters	9
	<hr/>
	9

Family history	
Spanish American war	5
Civil war	14
Census records	17
	<hr/>
	36

History	10
	<hr/>
	10

Miscellaneous	5
	<hr/>
	5

State records commission business	
3 sessions	3
Miscellaneous conferences re	10
	<hr/>
	13

Grand Total	<hr/>
	423

ARCHIVES CATALOG

October 1951

Name Index

Federal Census, 1850, Christian Co.

2284 cards

Catalog

**Maps and surveys, Canal records
Work sheets**

392 entries

VAULT ADMISSIONS

Department of Agriculture	1
Div. of Architecture & Engineering	3
Adjutant General	3
Attorney General	7
Auditor of Public Accounts	50
Civil Service Commission	14
Illinois Commerce Commission	9
Department of Finance	1
Illinois Liquor Commission	1
Department of Insurance	3
" of Mines & Minerals	2
Division of Parks & Memorials	1
Department of Public Welfare	1
" of Public Works & Buildings	1
Illinois Historical Library	2
Department of Registration & Education	43
Secretary of State:	
Corporation Department	4
Executive Department	37
Court of Claims Dept.	1
Securities Dept.	5
State Treasurer	23
Supreme Court	1
Teachers' Retirement	15
Div. of Waterways	2
Total	<hr/> 230

PHOTOGRAPHIC LABORATORY

October 1951

Photostats

State Library
State library- Archives
Corporation Dept.

Negatives

18
63
103
184

Photographic Enlargements of Microfilm

State library- Archives

256
440

Photographs

Negatives

Prints

State Library 2
Publicity Dept. 6
Operators' License 2
10

8 x 10	30 x 40	4 x 5
31	1	
24		
		6
<u>55</u>	<u>1</u>	<u>6</u>

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Miss Rogers called attention to the fact that the law requires all expense accounts to be accompanied by receipts. Even taxis - you must ask for the slip. Mr. Pois, the new director of Finance is being very fussy about these matters.

Miss Wright showed the new previews on Columbia long playing records which are being furnished to record dealers. The cover of the album is reproduced, on the back of which is the description of the record. On a record in the back of the volume are short excerpts from the records so that you can select what you want to order from this advertisement. This is the first time any of the record companies has issued anything of the sort.

Mrs. Langston called attention to the Prairie Farmer for October 20 which in a feature article advertises the bookmobile. The group library meetings are progressing. Last week Mrs. Arzinger and she attended two. These meetings are where there are groups of small libraries in a n area. She said some interest was shown in a new regional library for Gallatin county.

Mr. Haggarty reported visiting libraries to talk with librarians and trustees about the service the Illinois State Library can give.

Mr. Muiers said that on Oct. 25 he attended the meetings of librarians in Henry county. Tomorrow he is scheduled to go to Warrensville.

Miss Dieckhaus announced that pictures of the July 14 NAS.L. visit would be shown at the Laboratory at 2 P.M. this afternoon. Sorry, folks, but it is now 3 P.M. and I didn't get a chance to announce this to you.

Miss Nichols said she has been sending out letters to State officials suggesting books in which she thinks they might be interested. She has had no response as yet.

Miss Murray and Miss Rogers reported at some length on the Adult Education Conference which they attended at Los Angeles recently. Although we are supposed to "tell all" that happens at these staff meetings, I do not think the archives staff is interested that covers 8 pages of notes. If any of you wish a rehash, I will be glad to try to reproduce this for your benefit.

Mrs. Curran said we have 75 reserves on Jones' From Here to Eternity and only 4 copies - shall be buy more. Miss Rogers said it was just like Forever Amber and she thinks we should not spen more money on such "trash." She said they were to refuse any more reservations on the plea that we now have so many reserves that we cannot fill the requests within a reasonable time.

The moving is going on in the stacks in the 700's on the 5th level. More weeding in the 1-600's is needed and the persons assigned to that work should get busy. Particularly, Miss Rogers wants books checked for condition, and if we have to send out a book in bad condition explain why in the letter we send so people won't criticize us.

Mrs. Mc Mullen said there is still some confusion over the use of reserve and request cards. If we do not own the book, make a blue request card and make out an order card with request on it. When the book comes in it is tagged and we are to write to the patron to see whether ~~he~~ still wants it.

Miss Lundeen gave a very interesting report on the two day conference on therapy held at Anna State Hospital, also on her visits to the Industrial Home for the Blind at Chicago and the Crippled Children's Hospital at Chicago.

Miss Norton reported on the fire loss of Mrs. Robeson. Miss Rogers said this is the second time staff members have been burned out in the last six months. She said we should recommend to the staff that they take out fire insurance on their personal belongings, since

many are living in these converted houses which have definite fire hazards.

Miss Norton also reported that the State Record Commission is now organized and is holding hearings on destruction of records. Under the present law no State record may legally be destroyed without authorization from the State Records Commission, despite any other law to the contrary.

The visit of Professor Arthur Bestor's class to the Archives last week was commented upon.

Mr. East reported that he presided at the opening meeting of the Illinois Historical Society held at Bloomington. Dr. Pratt was reelected Secretary. The Society is reproducing the 2d volume of its index to Illinois Historical Society Journal by the offset process.

Miss Daviess complained that the pamphlet folders are not being refiling correctly, and asked that if you are not sure of the correct filing of the folder to leave it unfiled rather than to refile by sticking in the back or front of the file. Mrs. Glaize will refile pamphlet material returned to the box in the Catalog department. It has been decided to remove pamphlets in the science teachers' kits and to file in the general information file under subjects.

Mr. Reid reported attending the adult education conference called by Mr. Kempfer of the U.S. Office of Education, held at St. Louis. 8 states sent representatives.

One thing in Miss Rogers' report on the adult education report I should mention and that is that the Ford Foundation is sponsoring experiments in adult education in 12 sample cities, of which one is Little Rock Arkansas, one New York City, etc.

Miss Rogers said we are to use the terms "repair and reconditioning" instead of "rebinding." Something about the budget.

Miss Lundeen attended the Catholic Library Association meeting which was an all panel discussion on recruiting for library work and on institutional libraries.

ILLINOIS STATE LIBRARY
STAFF MEETING
November 27, 1951

Accidents involving personal injury, though apparently slight, should be reported immediately to the Administrative Office of the State Library. Blanks should be signed within 24 hours.

Friday of this week Miss Gescheide, president of I.L.A., will spend at the State Library. Miss Rogers requests that everything in the offices be in good order -empty vases put away, decayed flowers thrown out, desks tidied. Miss Rogers does not yet know whether the Conservation Department will furnish Christmas trees.

The Committee on the Christmas party announces that the party will be held at the Elks Club Thursday December 13 at 6:30 P.M. Adults \$2.75, children \$1.25. Please bring wrapped "white elephants" to Miss Herman or Mrs. Outhin advance, and designate on the packages as to whether they are for children or adults. This party is not compulsory, but Miss Rogers hopes all staff members will attend.

The Secretary of State's annual Christmas party will be held at the Lake Club Monday December 10, at 7 P.M. \$3.00 per plate. Mrs. Barrett's sister, Miss Payne, opens her engagement as entertainer there that night.

Dec. 3-11 Miss Elizabeth Cook, now a county librarian in Missouri, who has recently been appointed librarian at the Geneva School for Girls, will spend at the State Library for orientation.

The Lake Placid Club will celebrate the 100th anniversary of the birth of Melville Dewey on December 10, 1951. Mr. Dewey founded the Library Bureau, organized the first Library School, created the Dewey Decimal System of Classification and founded Lake Placid Club. The celebration will be Saturday December 8 through the week-end. A brief biography of Dewey and his portrait will be posted on the staff bulletin board in the Library.

The State Library has again received \$100 from the Futterman Fund for the purchase of recordings. This year children's records as well as adult will be purchased from this money.

The exhibit on Service to Homemakers to be put up this week by Mr. Myers and Mrs. Ennis has been postponed. Mr. Dallman's editorial in last Saturday night's Register on the present exhibit has caused the Library to hold it over for another week.

The Illinois Adult Education Association held a meeting following the national meeting. They have decided on four suitable activities for the next year:

- 1) Four news letters per year
- 2) A scrap book containing items of interest to persons engaged in adult education work, offered on short loans
- 3) An annual summer conference at the University of Illinois, and an annual fall meeting in Chicago.
- 4) An assistant to the superintendent of public instruction to supervise formal classes in schools.

Committees have been appointed to study methods of financing

and to select text books, do research on various problems, etc. Regional advisors will be designated. Correspondence and exchange of items among state groups will be encouraged. They will also get up a list of speakers. There will be a committee to work with boards of education. An attempt will be made to coordinate community interests in adult education, the chief problem for the State Library.

Miss Rogers read sundry items from the November 5 Bulletin of the Library of Congress. Princess Elizabeth and the Duke asked to see the Library of Congress and spent so much time there that it threw their schedule for the day half an hour off.

The L.C. celebrates some anniversaries in November. On November 1, 1897, the reading room was opened; on November 20 the bronze statue of Columbus was received and on that same date they finished moving into the building. It took them from April to November, 1897, to move into the building.

A Barrows laminator is now used in the repair of maps. Last year they mounted 3786 maps with paste, two workmen working. This year the same two men mounted 1961 maps by the lamination method in 19 working days. (I hope that is a build-up for the lamination machine we need so badly here in the Archives!)

There will be no immediate change in the price of L.C. cards though labor, print and card stock are going up.

The L.C. subject catalog for July-Sept. 1951 is now on sale.

Miss Rogers and Miss Lundeen reported on the first annual conference of workers with the blind, held in Washington recently. 111 persons attended, all by invitation. 2 blind persons are employed in the L.C., some with "traffic vision." Dr. Evans, the librarian, having just been sent on a mission by the State Department, Dr. Vernon Clapp resided. Illinois had the largest delegation, including also the new head of the service for the blind in Chicago, Miss Moon from Jacksonville, Mr. Dickerson from the Industrial Home for the Blind. Miss Rogers represented the A.L.A. committee on the blind. The meetings started at 8:30 A.M. without a break.

L.C. liked our records packing boxes and will adopt them for their talking book records.

Nebraska is part of the Denver center for the distribution of books for the blind. This is financed by the city of Denver. Nebraska is about to open its own center though still technically a part of the Denver group. There are now 24, about to be 27, centers for libraries for the blind, sponsored by L.C. There are two in Illinois - at Chicago and at Jacksonville. The Chicago Industrial School for the Blind repairs and stores the talking book machines for Illinois and Iowa. Most children learn to read Braille but most adults use the talking books. Miss Richardson is writing an article on this services for Illinois Libraries.

The Ford Foundation is financing transcriptions into Braille.

Miss Rogers announced two changes in Illinois librarianship: Miss Charlotte Brian is going to Glen View and Mrs. Lotta Strong to Lombard.

The Christmas issue of the Daily News Book section is being sent to all libraries in the state as usual.

The Hawaii Library Association Bulletin, November issue, has an interesting article on present day library schools, entitled, "The New Look in Library Schools." Miss Rogers commented on the different sort of curriculum now used and its deficiencies. For instance, she said only one hour lecture is given at Illinois on the whole subject of maps, so that no one on the staff knew anything about them when we became the depository for U.S. maps (Miss Bailey's map collection). This article is being posted on the staff bulletin board.

Attention was called to the Springfield chapter of the Civil Service Assembly. This is for personnel people chiefly. Miss Dieckhaus is on the membership committee. Membership is \$3.00 per year.

Mr. Reid reported that Miss Kissinger and he attended the Illinois Art Association meeting at Moline Nov. 10-11. We had an exhibit.

Next week he will attend the School Broadcasting Conference at Chicago. He expects the sections on tape recordings and TV will be the most interesting part.

He took Miss Wolfing, the German librarian who was here last week, to Washburn to see the bookmobile there, also to Kincaid and Virginia.

Miss Wright said that Christmas reserves for the Messiah and other Christmas music began coming in as early as September.

This month for the first time the out of town circulation of records was greater than the Springfield circulation.

Miss Rongerig said she talked at an overflowing meeting at Fisher. They have a school library unit there but are considering creating a public library. There is no adult service in the town now. They are adjacent to the Ford county area.

The Pontiac library building has been torn down and is being rebuilt. Most of the books are in storage though an office is open in the city hall across the street.

Miss Murray reported that one of her reading course clients who has been serving a term at Menard has moved to the Missouri State Penitentiary and she has arranged with the Missouri State Library to furnish him with books to complete his course, for which we will issue a certificate. Miss Rogers thought this would be an amusing news item for the adult education news letter.

Miss Murray said that Mr. Johnston of Mt. Olive has just finished his 19th reading course with the State Library.

Mrs. Ennis says that the December number of Harper's Magazine has been taken without leaving the name. She requests that if any member of the State Library staff has taken it, please to return it at once.

Mrs. Ennis has recently returned from a series of district meetings of the American Legion Auxiliary held in Spring Valley, Warsaw and Jacksonville. Pamphlets on the American Heritage were distributed. This year's essay contest is on that subject. She thinks many students will be writing to the State Library for books and other help. The Auxiliary is very much interested in memorial bookshelves and libraries. It is sponsoring a book pro-

ject for the Quincy home for veterans.

This brought up the question of a statewide drive for books for state hospitals by the Women's clubs of the state. Apparently they think the Department of Public Welfare is asking for books - just any old books. The staff thought this a questionable project and Miss Rogers says we should offer our services in culling - that a paper drive would be all right, but the books should be chosen with care. The impression is that the inmates tear the books to pieces anyhow and don't remember what they read anyhow. Miss Murray said that is not true - that we send hundreds of books to the hospitals each year and have never had any trouble about damage.

Mrs. Langston said Mrs. Arzinger is now at Aaronsville, near Rockford.

She called attention to an article in the Nov. 15th Library Journal entitled "Bear or Beaver."

Anna and Vienna have a committee at work on a district library for Johnson county. If that goes through Union county will also organize one as there is much rivalry between the two counties.

Region 2, South Chicago area, is holding an election on the formation of a library district on December 8. The bookmobile librarian for the district has asked for a leave of absence to study for her master's, and her place will not be filled until the results of the election show what needs to be done.

Mr. Myers said the Mail Reference Department is two weeks behind with its mail.

Mrs. Mc Mullen said that staff members who go out to make talks and loan books to members of their audience, please give her the full names and addresses. Miss Rogers pled guilty.

Mrs. Curran said they are still moving books on the 5th level.

She asks that when staff members take out advance copies of books that they return the same the next morning.

Miss Lundeen reported on a play called "Johnny Appleseed" put on by the students at the School for the Deaf at Jacksonville. This was given in sign language and a narrator acted as interpreter for those who can hear.

The American Annals for the Deaf, September issue, has a good reading list for the first 3 grades - i.e., books for the deaf.

The Chicago Industrial Home for the Blind is now interested in adult education for the blind. It is setting up a staff library.

Miss Lundeen attended the staff meeting of the Department of Public Welfare held here Nov. 14-15 and was introduced.

She made a further report on the Washington meeting on work with the blind. This represented all groups in Canada and the U.S. interested in work with the blind - librarians, teachers, religious groups, welfare workers, etc. The objective was to gather all these interested people together to discuss problems of work with the blind, to identify the greatest problems, and to make recommendations for improving the services for the blind.

There are now 500,000 titles in Braille. Recordings are being made for the use of blind students in professional schools - i.e.,

of collateral readings.

It costs \$600 to reproduce a volume in Braille but \$3000 to produce a talking book. There are 1200 titles available in talking books. This includes those made by the L.C. - not by volunteers. The Library of Congress makes 120 impressions of each talking book. There is too much time lag between the date of publication and publication of the talking book. This is due to the method of selection by the committee which selects the books, and there was some criticism of the fact that the three final members are women.

The interesting way in which L.C. combines its printed catalog cards of books for blind with Braille was described. The regular L.C. cards are used, brailled in short author & title reading from bottom upwards (like tracings) typed on back.

Miss Byrne spoke of the necessity for staff members to watch the date due on fiction books they take out, because too much time is wasted between the Circulation Records and her department is tracing down overdue books.

Mr. East announced that the third and last shipment of Peoria county recorders' microfilm records has been received at the archives. 1300 volumes have been microfilmed and the microfilm placed in our film vault for safekeeping.

Mr. Haggerty said he has made two visits to region 6.

Miss Nichol brought up the "Y" book problem. It seems that books on the high school level are placed, copy 1 on the regular shelves - duplicate copies in the Collections Dept. Miss Nichol complained that this is not clearly indicated in the catalog in all cases. There was some discussion with a defense by Miss Daviess.

Miss Kissinger said she spoke at Pontiac the day before Thanksgiving. Next month she is speaking at Galva and at Beardstown.

The Moline meeting mentioned by Mr. Reid was on the theme, "Is Art Education?" The principal speaker was Miss Dix of Elizabethtown, N.J. Among other things she discussed the nervous effect of the air raid drills on the young children. They have found that the best way to relieve that tension is to open the art studios to the children immediately afterwards.

The next staff meeting will be held December 13.

Miss Rogers has as yet received no news about time off at Christmas and New Year's.

Margaret C. Norton
Archivist/
N.B. You'd see
double after that
meeting too,

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for November 1951

Archives Accessions.

The Index Department filed 27 documents pertaining to 5 State land titles.

The Registration and Education Department transferred 2 drawers of Apprentice Embalmers and Funeral Home Employees Application Records and 5 drawers of similar records of Funeral Directors.

Departmental Vaults.

Teachers' Examining Board and Civil Service Commission transferred records to their vault.

The Auditor of Public Accounts is anxious to transfer all his land records to the Archives. About one-third of them are already in two of his vaults in the Archives Building. We are asking the Clerk of the Supreme Court to permit the Auditor to use some of his vault temporarily.

A telephone has been placed in the vault of the Registration and Education Department.

Staff Work.

I have completed the indexing and checking of names in the 1840 federal census for Whiteside and Winnebago counties. The work goes fast but I find too little time to devote to it. However, I hope to finish checking the 1830 census and to get the 1840 census done by the end of 1952.

Mr. Cassady has resumed the work of checking the inventory. He is now doing all the reference work including dictating the letters. I sign them which gives me an opportunity to check for possible additional search. He is really doing very well with it, however. He reports that there has been more reference work than usual this past month, especially with the Waterways Division.

Miss Scheffler made worksheets for 221 plats of Land Surveys, making a total of 613 entries. She has typed cards for 226 entries. She also cataloged 6 National Archives pamphlets for the Reference Catalog, but has not finished typing the cards. She answered three reference requests involving search in the canal records and Bishop Hill Colony material.

Mrs. Robeson finished transferring the Enrolled Laws into the new type of shuck folder furnished by the Index Department. With Mr. Rountrees' assistance she has added new guide cards and labels and reshifted the contents of the drawers. She is typing in county and page numbers for the census index cards as well as doing preliminary filing of the name index card. She is now cleaning, unfolding and refiling civil war miscellaneous regimental records - a continuation of Miss Basler's work - as her major work project for the time being. She has finished the 22d Infantry. (I.E., 12th(?) - 22d Infantry completed to date).

Mr. Rountree has finished filing the letter "D" of the Corporation Reports. He also reported on a number of miscellaneous pieces of work connected with the vaults - such as helping Mrs. Robeson complete the shifting of the Enrolled Laws file; returning unused folders for same to Mr. Butler; checking some bounded printed House and Senate bills being thrown away in the State House to try to fill in gaps in our file; transferred Registration and Education Department accessions from their Departmental Vault to the Archives; assisted at the Reference Desk several times; and made 6 signs for Miss Kissinger and Mr. Reid. He has taught Mr. Concheff how to use the lettering guide so perhaps some of the sign making which takes so much of his time will be eliminated. It is essential that his filing be caught up because we cannot give efficient service when the Corporation reports are not in place. This problem worries me but so far we haven't found the way out. He has the letters E-L to go yet, with next year's file apt to come in any time.

Mrs. McFadden is still working on the 1951 Senate records. She also made 535 index cards for the 1850 federal census of Christian county.

Reference Work.

The most important reference project now going on in the Archives is by Mr. William M. Russell of the Division of Waterways. He is endeavoring to find out whether there are any canal lands still unsold - a further checking on the squatters on the State's right of way, we presume. This work involves checking all land records against plats.

Mr. N. F. Lynn of the Adjutant General's office has been checking early Governor's correspondence for militia history.

The State Records Commission.

The State Records Commission held meetings on November 2 and 23. Organization was completed and copies of the Rules and regulations and sample application forms distributed to all State agencies. Applications were received and acted upon for destruction of records by the Departments of Public Welfare, Public Safety and Auditor of Public Accounts.

Staff Activities.

The archivist spoke on "Opportunities for Research in the State Archives" at the History Colloquium at the University of Illinois on November 12. Dr. Harry E. Pratt of the Illinois State Historical Library spoke on the resources of his institution at the same meeting. Two students later visited the Archives proposing to do thesis work.

Mr. Rountree has been notified that he has passed the examination for Archival Assistant II and is now on probation.

Miss Scheffler's article on "Institute for the Preservation and Administration of Archives" appeared in the November issue of Illinois Libraries.

The Springfield Girl Scout leaders met at the State Library the evening of November 5. The archivist described the work of the Archives.

Conference Room.

The civil service class meeting in the Conference Room held its last session November 26.

The State Library Christmas party committee has held several meetings in the Conference Room. Staff meetings were held there Nov. 6 and 27.

The State Records Commission meets there also.

Miscellaneous Notes.

Miss Harvey, a clerk of the Executive Department who has been using Mr. Healy's desk, left November 30. She was industrious, quiet and we all liked her. If her name should come up for placement somewhere in the Library (she is apparently a civil service probation on temporary assignment) I can recommend her.

One half day for shopping, to be taken before December 24, has been given to each staff member.

Respectfully submitted,

Archivist

Report of the Field Visitor for November, 1951.

The Field Visitor completed compilation and typing of permanent record on county court houses of Illinois for each of the 102 counties. Shows date of establishment; for whom or what named; county seat, former county seats, if any; dates and cost of the several court houses in each; fires and extent of the loss of records, if any. Runs approximately to 40,000 words.

Filed in special vault and labeled third and last installment of 437 reels of microfilm deposited by the Recorder of Deeds of Peoria County. Reproduced are all book records of his office relating to real estate titles, 1825 to date, also corporation records, indexes, plat books and miscellaneous records.

Wrote article on the Icarian Community in Nauvoo after copying names of the members from the United States census of 1850.

Continued preparation of bibliography of Illinois law relating to county government.

Ernest E. East

wrote letters to two county officials on court house fires.

ARCHIVES ACCESSIONS

November 1951

Secretary of State

Index Dept.

Land Title (5 cases)

Documents

Drawers

Micro.Reels

27

Registration and Education Dept.

Apprentice Embalmers and
Funeral Home Employees

2

Funeral Directors

5

Peoria County Recorder
Security Microfilms

69

27

7

69

ARCHIVES REFERENCE

November 1951

State Business

Secretary of State

Bookkeeping Dept.	
Auto Fee Book	1
Corporation Dept.	
Annual Reports	158
Index Cards	70
Correspondence	3
Executive Dept.	
Proclamations	1
Land Patent	2
Notary Bonds	3
Trade Marks	24
Index Dept.	
Deeds	8
Elections	15
Enrolled Laws	40
Court of Claims	2
Securities	
Closed Cases	5
General Assembly	35
Adjutant General	
Spanish American War	3
Civil War Records	18
Registration and Education Dept.	
Brokers' Licenses	3
Governor	
Correspondence	7
Board of Army Auditors	1
Waterways Division	
Canal land records	19
	<u>418</u>

Historical

In Person

Corporation Indexes	2
Gross' Index	1
Execution Record	3
County Histories (Patrons)	
only - not staff use)	8
Name Index (phone only)	50
	<u>64</u>
By mail	7 7

Family History

In Person

Federal Censuses	
1820	1
1840	1
1850	14
1860	2
State Censuses	
1818	1
1865	1
Civil War Records	18
	<u>38</u>
	527

ARCHIVES REFERENCE (Cont.)

Family History (cont.)

(cont.) 527

By Mail

Mexican war

1

Civil war

13

Spanish American war

1

Census

24

39

Archival Technique

In Person

State Records Commission

(County Lost - Estimated) 25

By Mail

8

Miscellaneous Correspondence

4

Total

37
603

ARCHIVES CATALOG

November 1951

Name Cards

1840 federal census

Whiteside Co.	416
" Cross references	134
Winnebago Co.	726
(56 names illegible)	

1850 federal census

Christian Co.	619
	1893

Catalog

Canal maps	226
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Also 221 worksheets

VAULT ADMISSIONS

Adjutant General	2
Div. of Architecture & Engineering	2
Attorney General	1
Auditor of Public Accounts	50
Civil Service Commission	16
Illinois Commerce Commission	6
Illinois State Historical Library	1
Department of Insurance	4
Illinois Liquor Control Commission	1
Department of Mines & Minerals	2
Supt. of Public Instruction	2
Dept. of Registration & Education	29
Secretary of State:	
Corporation Department	5
Court of Claims "	1
Executive "	33
Securities "	1
Teachers' Retirement	16
State Treasurer	18
Supreme Court	1
Div. of Waterways	3
Total	<u>194</u>

PHOTOGRAPHIC LABORATORY
November 1951

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library	19	
Archives	39	
Corporation Dept.	<u>77</u>	
	135	
Photostatic Enlargements from Film	<u>82</u>	
	217	

Photographs

	<u>Negatives</u>		<u>Prints</u>
		<u>8x10</u>	<u>5x7</u>
State Library	41	162	350
Secretary of State		<u>564</u>	
	<u>41</u>	726	350

ILLINOIS STATE LIBRARY
STAFF MEETING
December 12, 1951

The Staff party is tonight. The committee asks that you don't forget your white elephant. If for a child, please mark and indicate whether for a boy or a girl. The gifts should be wrapped.

Mr. John from India, one of the students who came with the Library School class last summer, is going to do some internship work in the mail reference work from February to May or June.

There is a new member on the Advisory committee for the library. Mrs. Florence Fifer Bohrer has been appointed in the place of Mr. Linstrom who has become one of the ex officio members. Mrs. Bohrer, as you know, is the daughter of Governor Fifer and a former State senator from Bloomington. The next meeting of the Committee will be held this Friday in Chicago.

The Midwinter A.L.A. meeting will be held in Chicago at Edgewater Beach Hotel the last week in January. Requests to attend should be in before January 1. Staff members on A.L.A. Committees or on the program get the preference.

Attention was called to the new publication Illinois Adult Education Association Notes, posted on the bulletin board.

Miss Nichol reported on the Civil Service Assembly dinner last Tuesday. There was a panel discussion on Civil Service vs. Patronage in the matter of recruitment for State employees. Apparently the odds were even. It was generally agreed that technical and professional persons should be under civil service and that a general personnel office for the whole State government should be set up to screen all applicants, and that a real effort should be made to recruit the right kind of workers. Some of the Departments find the delay of holding civil service exams and the small number of civil service applicants causes too much delay in filling vacancies. Of course, and this is my own interpolation, in times of plenty of employment, no one wants to bother with State jobs which are not reputed to have too long tenure, whereas in times of widespread unemployment the State tends to get the dregs thru politics rather than the better grade of people. That isn't universally true, but I know we did not get as good people (Mrs. Mac excepted) then as now.

Mrs. Curran pointed out that departments under her are not allowed to use the library phones for private use and that means that the people who go from their offices to some other office to use phones are still tying up business phones. Miss Rogers remarked that there is still too much complaint that phones are being used for private visiting so that people wishing to reach the office get the business signal. She says if abuses are not corrected a switchboard will be installed and no private calls except for emergencies will be allowed.

Mr. Joseph Mc Adams is a new member of the Adult Education Department. He has his masters from the U of I in visual education.

Plans for expanding the State Library's work in that field are not yet ready to announce.

Miss Wright announced that four additional requests have come in for experimental collections. Some want children's records included, some do not. Miss Wright thinks more should be done to interest entire families in our adult education work and thinks music the place to start.

Miss Kissinger made talks on the Christmas story in art in Galva and Beardstown.

Mr. Haggerty made six visits since the last staff meeting and attended the Arcola district meeting. Small groups of trustees and librarians of easy access to each other are being brought together for informal discussion meetings. The largest groups should not contain over 15-20.

Mrs. Ennis asked that those needing to use magazines not indexed by Wilson should notify her or Miss Rogers so that when Wilson's ask for opinions as to additional magazines to be indexed we can give them such a list. How many of you know what the Wilson indexes are? Raise your hands.

Mrs. Arzinger also made a number of visits. One group meeting of librarians of the towns of Winnebago, Wauconda and Warrenville talked about how to hold on until they can get the right type of district library for their communities.

Mr. Reid warned that after January 1st an additional one cent stamp will have to be added to the post cards we send out.

He attended the School broadcast conference. The tape recordings session was disappointing. The TV group held two sessions. Some for for the use of TV in schools, some against. There is a new board of review for TV - not exactly for censorship, but they vote on whether programs are good or bad on eleven points. Formerly they voted as to whether or not the programs were in good taste.

Mrs. Howard reported that their books are gradually getting shelved, now that John Semantis is back on the staff. Recently she has issued a new list - for retarded readers. She has had requests from Indiana, California, Virginia and Maine for information about Illinois - the usual school child requests, I gather.

Parent Teachers Magazine for this month has an article on the services of the Illinois State Library.

Miss Rogers called attention to the remark of Sid Harris in his last Friday's column in the Daily News in which he referred to librarians as "Moralistic Fossils." She has invited him to come to see us and hopes we will all wear our brightest dresses and smiles for him if he comes.

There will be more regional meetings this year -probably about twenty. It is felt that the smaller the group the better. The radius from which each will be drawn will be cut from 75 to 50 miles. More meetings will start in the afternoon and continue into the evening so that more men trustees can attend.

There will be no spring meeting of ILA but the fall meeting will probably be held in Springfield.

A new experiment is being tried in the Library reading room on the third floor of Centennial Building. They are going to permit smoking at the four tables under the windows - none on the south side of the wall or in the upholstered furniture. The staff must not smoke there except that if they are on their lunch hour they can sit there with their hats on - men too? This will be put into effect about New Year's.

STATE LIBRARY
ARCHIVES DEPARTMENT
Report for December 1951

Accessions:

The Legislative Council deposited data collected in connection with their study of the appointment of Notaries Public for the 67th General Assembly. They also sent over materials on the Commission to Study State Government, consisting of 8 volumes of condensed testimony and the more lengthy stenotype minutes. Dr. Isahoff feels that these stenotype tapes, containing as they do, complete data, should be retained because of the importance of the work of the Commission. Any stenotype operator can transcribe them. They might be called for in case of a Constitutional Convention or when various recommendations of the Commission may again be before the General Assembly.

The Index Department of the Secretary of State's office sent over several records of recent real estate acquisitions.

Departmental Vaults

The State Treasurer and Registration and Education Departments were authorized to transfer records to their vaults.

The Clerk of the Supreme Court has authorized the Auditor of Public Accounts to use Bays 1-2 and 15-18 for the temporary housing of the land records. There are already three bays in the Auditor's vaults on 7 and 12 containing land records. I am not too sure that the new bays will hold all, but I hope they can all be got in. Mr. Jones, the land clerk has consulted with me about this transfer a couple of times but I suspect is confused as to where and how to start. We have enough Globe Wernicke cases to take care of the unbound material but will have to loan shelving until the Department's order has gone through.

Staff Work

The checking of the 1930 census entries for snags continues, but went rather slowly last month because in order to check the 1930 we first index the corresponding 1940 census. Further progress has been made than the statistics indicate, however, as some of the 1940 census cards are awaiting the typing in of name of the county and the page. I also spent several days working with Mr. Scott on checking the spelling of French names and names of French towns in connection with his article on the Iserian Community.

We are concentrating on catching up on the filing of the Corporation reports before the new year's accumulation comes over the first of February. Mrs. McFadden is typing the folders for the "ten's" (whenever a corporation has ten reports it gets a separate folder), Mr. Cassady is filing them in, and Mrs. Robeson is stapling and unfolding for Mr. Rountree. Mr. Rountree reports that he has finished filing the letter "F". He has to go through the letter "N". He has also worked on Corporation Index Cards and has done some checking in of new accessions and shifting. Mr. Rountree, Mrs. McFadden and Mr. Cassady are all working on the filing of the index cards.

I am very much concerned also over the fact that our inventory is shockingly out of date as I find when I have occasion to use it. Keeping that up to date has always been the job of the person in Mr. Cassady's position. Somehow he doesn't just seem to grasp all the implications of the necessity of keeping drawers labelled and correct notations in the book. I have told him to concentrate on that in the next few months, and shall probably have to drop my indexing project to work with him. I think he has waited too much for Mr. Rountree to help him. His reference work lightened materially during December and he has started this rechecking of the inventory. In his report he asks if it would be possible to "borrow a typist to work on the inventory exclusively for about 2 or 3 weeks. Miss Norton's time is too valuable and Miss Winterbauer has so many interruptions that it would be almost impossible to maintain continuity." I rather disagree with this recommendation, for the checking of the inventory that I have in mind cannot be done in two or three weeks, and besides, the typing of the inventory after it has been compiled doesn't take me very long and discrepancies show up to me like sore thumbs when I type, while I might not catch them just in proof-reading. Mrs. Robeson can type enough to do labels. I think Mr. Cassady can handle this job but probably I should work with him for a bit at first. I think his difficulty is perhaps a lack of self confidence.

Miss Scheffler reports that she has typed 358 cards for the Illinois and Michigan canal numbered land plats, so I suppose that part is finished. I don't know how many "un-numbered" plats there are. This job of cataloging the hundreds of maps and plats for the canal has been a stupendous task because she had no guides or lists and often the map itself gave little clue to its identity. She has all maps filed by Range, Township and Section with her catalog cards serving as cross entries. She has also placed cards in both the General Catalog and ours for the National Archives "Staff Information Circulars" that refer to records management, as you suggested. She also dismantled the old exhibits and replaced them with new. See below under heading "Exhibits."

Mrs. McFadden has completed the filing of Senate records for 1951. She is indexing Christian County in the 1850 federal census, and as I indicated above, has been helping with the Corporation filing.

Mrs. Robeson has been very busy doing a number of miscellaneous tasks that assist various members of the staff in their work, but which statistically don't show as much of anything. She has typed labels, alphabetized indexed cards, filled in blanks in my index cards, stapled corporation reports, etc. In some ways she seems almost the indispensable member of the staff. We have kept her too busy with these odds and ends for her to have made any headway on her own project of refiling the civil war records.

Mr. East's report is attached. I am going to have him work with me on the rearrangement of some county materials in our vaults so he will be more familiar with what we have.

Exhibits. The exhibit on the second floor is plates from a volume from the Art Department: Japanese Pottery and Ceramics, Nabeshima and Kahiyemon Ware, Kutoni.

The Christmas exhibit was also borrowed from the Art Department. It is chiefly made up of plates from a book on the lettering and illumination of manuscripts of the 9th to the 12th centuries, by the Monk Paul Blanchon - Lasserre. This is a colorful and we think very beautiful exhibit.

Staff Notes.

Dr. Posner, in his annual letter to former summer school students, made a comment to the effect that Miss Scheffler's article on last summer's session was one of his "nicest Christmas presents."

Miss Scheffler has been elected chairman of the Cataloger's Club of Springfield for the year 1952.

Mr. and Mrs. Helm celebrated their tenth wedding anniversary on December 30th.

Miscellaneous Notes

The State Treasurer, who is having a movie made about the activities of his office, filmed the first and signature pages of the 1818 Constitution in connection therewith.

Each member of the staff was given one half day off for shopping, to be taken before December 24. Each member also was allowed the Saturday and Monday before Christmas or before New Year's, half taking each period.

Respectfully submitted,

Archivist

Report of the Field Visitor for December, 1951

The Field Visitor continued preparation of a bibliography of Illinois law relating to county government.

He transcribed names of 276 persons, members of the Icarian Community at Nauvoo, Ill., found in the 1850 United States Census, this with much assistance from Miss Norton. For publication of the list he wrote introduction, footnotes and bibliography.

Wrote two letters (without reply) for information on Richland County Court House fire, not mentioned in story printed in October Illinois Librarian. A third inquiry is on the way to Olney, county-seat. Found evidence of two additional court house fires--in Ogle and Marshall Counties.

Ernest E. East

ARCHIVES ACCESSIONS

December 1951

Ill. Legislative Council

	Vol.	Docs.	Box
Commission to Study State Government, 1850	8		1
Licensing Notaries Public		50	

Secretary of State

Index Dept.

Deeds to State Property	18
3 cases	

Corporation Dept.

Changes & Dissolutions	3	
Index to R R Corp.	1	
Index Cards		7998

ARCHIVES REFERENCE
December 1951

State Business

Secretary of State	
Corporation Dept.	
Annual reports	86
Index cards	47
Executive Dept.	
Trade Marks	19
Index Dept.	
Deeds to State Property	23
Enrolled Laws	30
Elections	17
Securities Dept.	
Closed Cases	2
General Assembly	27
Division of Waterways	
Canal records	2
Registration and Education Dept.	
Real estate licenses	<u>3</u>
	256

Private Searches

Archival Technique	
In Person	3
(PHONE calls, etc. re. State	
Record Commission not counted)	
By Mail	<u>4</u>
	7
Family History	
In Person	
1850 Census	4
Civil War	17
Mexican War	1
Spanish American war	2
Name Index (Phone calls)	31
By Mail	
Family History	7
Civil War	10
Mexican War	<u>1</u>
	73

History and Miscellaneous

In Person	
County Board Minutes	1
County Histories	4
Blue Book	2
Session Laws	2
General Assembly	1
MSS reports: Mine Inspectors	1
By Mail	4
Microfilm supplied U. of I.	
graduate student	<u>1</u>
	16
Grand Total	<u>352</u>

ARCHIVES CATALOG

December 1951

Name Index

1830 Federal Census

Knox Co.	50	
Henry Co.	6	
Fulton Co.	352	
Tazewell Co.	769	
	<u>1627</u>	

1840 Federal Census

Tazewell Co.	<u>1198</u>	1198
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1850 Federal Census

Morgan Co.	2160	
Christian Co.	<u>369</u>	
		<u>2529</u>
		5354

Catalog

Illinois and Michigan canal	358	
Land Plats	<u>80</u>	
Archives Reference Library		438

DEPARTMENTAL VAULTS
December 1951

Adjutant General	4
Div. of Architecture & Engineering	1
Auditor of Public Accounts	36
Civil Service Commission	3
Supt. of Public Instruction	3
Dept. of Registration & Education	23
Teachers' Retirement	19
State Treasurer	22
Sec. of State	
Corporation Dept.	3
Index Dept.	1
Executive Dept.	25
Div. of Waterways	<u>1</u>
Total	<u>141</u>

PHOTOGRAPHIC LABORATORY
December 1951

Photostats	Negatives
State Library	50
Archives	2
Secretary of State	
Drivers' License	25
Index Dept.	34
Corporation Dept.	2
	<u>113</u>

Photographs	<u>Negatives</u>	<u>Prints</u>	
		8x10	3x5
Secretary of State			
Publicity	10	330	
Operators' License	7		9
Blue Book		10	
Automobile Dept.	4	4	
State Library	3	27	
	<u>24</u>	<u>371</u>	<u>9</u>

Microfilm	
Archives	76 frames
Motion Picture (colored)	
Party for Mr. Hodgeman	250 feet
License plate sale Chicago	300 feet
SOS Party at Lake Club	200 feet
	<u>750 feet</u>

ILLINOIS STATE LIBRARY
STAFF MEETING
January 8, 1952

Miss Rogers reported that complaint has been made that certain members of the Illinois State Library staff have been eating their lunches in the Women's rest room on the first floor of the Centennial Building near the Commerce Commission offices. They have left it untidy, with remains of lunch, also have put their feet on newly cleaned upholstery. Lunches are not to be eaten in rest rooms, nor in the staff emergency room off the Catalog department nor in private offices not assigned to the person eating said lunch. Also, Miss Rogers said some of the supervisors (not in Archives Building) have complained of hair-combings and even laundry work in their lavatories off their private offices, also that people had gone there for naps and private phone calls. If you bring your lunch, eat in the public halls, Miss Rogers says. Over here, don't eat in too public a place and put your garbage in the garbage can in the Janitor's room at the west end of the basement,

Mrs. Drake has been temporarily assigned as assistant in the Records Department, since Miss Wright's resignation. She is not to be head of that department, however. The position is to be filled by a Librarian III with experience in that type of work. Incidentally, civil service examinations are being processed as fast as possible. Several of the staff who took promotional examinations have qualified for such, but the positions are not yet available.

Miss Rogers asked to have Christmas exhibits removed at once so we won't have dated exhibits. But please, she says, don't leave the exhibit cases empty over a weekend. I think that applies in the Centennial Building rather than to us.

Farm and Home week at the University will be held the same week as Midwinter A.L.A., Jan. 29-Feb. 2. Miss Rogers is to speak there. A.L.A. Midwinter meeting will be held at Edgewater Beach Hotel. The following are to attend the latter: Reed, Langston, Lundeen, Haggerty, Ringering.

The shifting in the library stacks has reached the 350's. No weeding has been done in the 300-350 group, so Mr. Reed was instructed to do that right away.

Miss Rogers stated that the Archives Department is now in its busy season and no one is to ask Mr. Rountree to do any lettering for signs or other work without first getting Miss Norton's approval. (I had complained of the way other departments have been imposing on Mr. Rountree's cooperative spirit and said he must be allowed to catch up on his filing before the new reports come in. So, Mr. Rountree, if anyone asks you to do anything besides archival work, say you have not yet been instructed to do so by me.)

Miss Meyers is behind with her mimeographing, so if any mimeographing is to be done the stencils will have to be cut by Miss Rogers and Mrs. Reed are helping with the cutting of stencils.

If you are going to need any forms within the next two months, please arrange for them right away. (Archives staff: How are we on those? I have ordered more for applications for destruction of records and for the Photographic Laboratory requisitions. How are the Reference Department forms including requisition slips, key cards, index cards, etc.?)

Miss Rogers announced the marriage of Charles Gosnell, State Librarian of New York, who was on the board that investigated the Illinois State Library a couple of years ago. We do not know what happened to his first wife who when last heard from was in a mental hospital. The lady's name was Mrs. Kullman of Green Bay, Wisconsin.

Notice has been received that the "Landmark books" of the American heritage series are now available in reinforced bindings at \$1.59 per volume. I am vague as to what these are, but I just happened to think, do the Archives folks know that you can order books for your personal use thru Mrs. Curran and get the library discount? I ordered two books for Christmas that were priced at \$10.75 retail and I only had to pay \$7.75).

S. Janice Kee has been appointed the new secretary of the Public Library Division at A.L.A. headquarters. Miss Rogers detailed her past experience, which is broad, but I don't think that of interest to you. Most recently she has been an instructor at the Wisconsin library school.

Mrs. Alice Dunlap has resigned as A.L.A. lobbyist at Washington and her place has been taken by Julia D. Bennett. I beg your pardon, I believe this is called "the Washington office of A.L.A." - if there is any material difference.

David Maxfield, librarian of the University of Illinois library at Navy Pier calls attention to the College and Reference Section of A.L.A. as something to which members of the State Library staff should belong. A dodger on this is on the staff bulletin board in the Centennial Building.

Miss Rogers showed the Parole News Letter which is carrying lists of books of interest to parolees - taken from the State Library's book list. I did not examine the list but presume it does not carry instruction books on safecracking and how to dodge the gambling laws.

Brotherhood Week, sponsored by the National Conference of Christians and Jews, is February 17-24.

Boy Scout week is February 6-12. This is the 42d anniversary of this organization and 19 million men and boys are or have been members. The address of the Scout headquarters is 2 Park Avenue New York 16. The Lincoln Trail hike bulletin prepared by the State Library and Paul Angle has been accepted by the national organization. Copies are available at the State Library.

Now comes the serious part of this report - that is for the Archives Department and I hope none of you have signed your

initials without reading thus far.

Miss Rogers made her annual report on absenteeism in the State Library. With a staff of 125, 325 work days were lost by absenteeism. 83 members of the staff were absent a total of 663 days, or an average of 7 1/2 days apiece; or 4242 man hours; or, a salary was paid to 1 4/5 persons for one year who did no work. An average of 1.8 persons were absent for each day we were open. The Library is now docking for more than 12 days' absence. Payroll changes are two weeks behind, so if you are absent in this pay period the deduction will not be made for your Jan. 15th pay but on the Feb. 1 pay check, so don't be too cocky if you have been absent too many days and have not yet been docked. We are asked to try to improve this record.

Requests for time off must be made to your immediate supervisor who will sign the request, then pass it on to the division chief, who in turn will send it, with comments, to Miss Rogers. Since there is only one unit head in the Archives, those under the Photographic Laboratory will clear first through Mr. Helm who will clear through me, while the rest of you~~r~~ will clear directly through me.

A "drive" against tardiness and wandering away from the job is also starting. One person was clocked and found to have been late 190 minutes within one month- that is, half a day's work. Miss Rogers says that we should be sufficiently appreciative of having a job to try to deserve it. She says the professional staff seem to be the worst offenders, including unit heads. She does not want to install a timeclock, but is considering putting in the system used by the federal government. Employees there are required to sign in and out morning, noon and night. They are required to be at their desk ready to work at the hour designated. Two minutes are allowed between the time the office opens and registration. Persons more than two minutes late are sent to the personnel man. They are not allowed to return to work except on his written permit; if he is not satisfied, the worker is docked for half a day. The unit heads have been instructed to keep track of tardiness this week and to report to the section heads. Attached is the form they are proposing to use. Frankly, I have been too busy to attend to this the past two days. I am not concerned about tardiness particularly because I believe most of the Archives staff are pretty conscientious about being punctual. But there is altogether too much personal phoning - some went on yesterday even while we were having that flood emergency when we certainly needed the wires open! I am also concerned about the lengthy trips to the Centennial and other buildings by staff members who have no official business there, or who visit around when they do go over. This is election year and Miss Rogers and the Front office mean business about these matters. I'm not perfect myself, and I honestly think there is no a member of the Archives staff who is consciously being careless. Let's all mind our P's and Q's so they will decide that we don't have to looksten to this time clock business.

Miss Rogers then went down the line for reports from unit heads. Mr. Reed announced that he expects to attend the Audio Visual meeting of NEA February 6-9. He is working on a plan for the State Library to distribute films to the public libraries of the state, but is not ready to make an announcement on the subject as yet.

Mrs. Howard reported that she has heard from June Whipple (staff member? I don't know) and that Miss Whipple has been through the clinic at Madison, Wisconsin and has been pronounced all right physically. She has not yet completely recovered her health but is much better and hopes to go to library school the second semester or next year.

Mrs. Howard says she has had letter from a number of states asking for copies of our reading lists.

Mrs. Arzinger will attend the Illinois Rural Life Conference at the University of Illinois.

Miss Rängerer reported that there has not been much activity in her district recently because of the snow and ice.

Miss Johnson reported that the election for a district library for southern Cook county failed to carry, largely because of last minute and misleading publicity by the Cook County Farm Bureau. Copies of the eleventh hour dodgers which were circulated were passed round. Park Forest, a housing project in that district will try for a village library.

Mr. Campo in Miss Byrne's department, was in an auto collision last Monday. He cracked several ribs but came back to work later in the day.

Mrs. Curran announced that station WMAV has presented transcripts of certain safety programs sponsored by the Secretary of State recently. These can be borrowed through the Music Department.

Mr. Haggerty asked about foreign language books for displaced persons. Miss Rogers stated that the State Library Advisory Board decided that such persons should be forced to learn English as soon as possible and that we should not start a foreign language collection. She referred to a list published by Illinois Libraries a year or so ago, telling which libraries in the state have such collections from which patrons could borrow the books. The State Library will buy dictionaries, also Linguaphone courses. It was decided that we should also purchase the Linguaphone course for learning English. We have some books in English designed for foreigners in learning the language and Miss Rogers gave instructions to check with the Berlitz school for advice on new editions or recommended books.

Miss Norton reported that Mr. Wenger, an assistant in the Colorado archives, and his wife had paid a surprise visit to the archives on Monday.

Miss Lundeen reported that she is weeding the gift collection.

Miss Nichols complained that Vault A floor is covered with oversize books which have been removed from the regular shelves and that it is impossible to get to the shelves for books. Mrs. Curran was instructed to take care of this.

Announcement was made of the ASPA dinner Tuesday night at which Director of Finance Pois spoke on "The Staff Agency in Government and Business." The next meeting is to be held in the Archives building in February. We will probably hear more about this later.

Mrs. Langston commented further on the Cook county election for the new library district. She says the State Library has had requests for collections and complaints because the library immediately pulled its bookmobile from the district. That is what we wanted - to get them used to library service and make them miss it.

Mr. Myers reported that after a holiday lull in the Mail Reference Department, they received 90 letters Monday after noon.

Mrs. Guy is reported as making a good recovery from her operation of last week. She is in room 226 at St. Johns.

Miss Dieckhaus announced a meeting for yesterday afternoon about forming a library group to take out Blue Shield surgical and hospital medical service insurance. I am sorry that I did not get word around to all of you, but I presume most of you heard of it. The Blue Cross and the Blue Shield will take new members in January, April, July and October. If you wish further information contact Miss Dieckhaus.

Miss Kissinger got to Taylorville for a speech last Friday despite the weather. Next Sunday after noon she is to speak to a Sunday School meeting at the Congregational Church here. Incidentally, I can say from experience that if any of you are on the program committee for a club which is looking for speakers, that Miss Kissinger is a good speaker and an interesting one.

Miss Rogers again spoke of the use of telephones for private calls, and complaints that have come that people have difficulty in getting through business calls. Our phones are business phones and must not be tied up. She asked us also to remind the staff not to place personal calls from private offices which may happen to be vacant.

The question of the visit to the New Method Bindery at Jacksonville was again raised. The bindery will not work evening or Saturdays and holidays. It was decided to go by bus and Miss Bailey was instructed to find out whether February 12 would be an open date for the bindery. If so, we will go that day.

There has been a demand that individual members of the staff attend the meetings of the Unit Heads. It seems that there has been some comparison of notes between staff members in the Centennial Building and that some feel that their unit heads do not tell all or garble what has taken place. I know that one of

Miss Davies' people asked me about something she reported from last Tuesdays meeting and I vow I didn't hear anything of the sort. Also it was thought that it would be of interest for the staff to see how these policy matters and discussed. We decided to have all the staff of the various units attend the staff meetings one unit or two at a time. The unit head would "stay home" and keep things going while the rest went. Accordingly, at the next meeting which will be January 22, all the Archives staff except Mr. East and I will come to the Conference Room at 8:30 A.M. If this is your 4 o'clock wee you are in luck - if not, you will have to stay until five that day.

The committee to visit the bindery has been enlarged. The new committee consists of Dorothy Bailey, Chairman, Mr. Reed, Mrs. Ennis, Miss Ringering, Mrs. Mc Carthy and Mrs. Root.

The new chart of the organization of the State Library is on the exhibit table on the second floor. Whereas we used to have 3 division chiefs we now have four: Mr. Reed (public relations or some such title- i.e., head of reference, adult education, art, Illinois documents, etc.), Mrs. Curran (technical services - catalog, preparations, circulation records, shipping, etc.), Mrs. Langston (extension) and myself (archives).

Sorry to have been late with this report. Acts of God (the flood) and special assignments from the boss, HHR account for it.

Margaret C. Norton

Archivist and
Time keeper (straw boss?)

Working Schedule

Unit

Date _____

Dey

Name	Lunch	Name	P.N.

STAFF MEETING
Tuesday January 22, 1952

The meeting was attended by unit heads and representatives of the Archives and Administrative Office staff. Miss Bailey reported on the proposed trip to the bindery in Jacksonville, and advises that we should leave here in time to be at the bindery by 2PM Feb. 12, 1952. Some 45 have signed up to go. No decision has been reached as to means of transportation. Miss Ennis reported that subscriptions have been taken for 12 new magazines. The list of which will be on the bulletin board. Mrs. Langston reports that the next regional meeting will be held in E. St. Louis and also that there is proposed the use of the bookmobiles in the fringe area of cities such as Joliet and E. St. Louis. Miss Nichol reports that there will be a meeting of the American Association of Public Administrators at the Centennial Building Feb. 19, 1952 at 7:30 PM. There will be a tour of Archives Building and individuals may expect calls for assistance. In co-operation with the University of Illinois, Dr. Isakoff will present a new non-credit course, "Visual Presentation of Statistics" to commence Feb. 15, 1952 or thereabouts, probably on Tuesday from 4-6. Miss Byrne reports that she is congested in the "H's" so she is moving.

Staff Notes -- Miss Briscoe is home and is apparently convalescing. Her sister Lucile will stay with her. Mrs. Guy is home and they have good reports on her. Mrs. Simon is working temporarily in Mail Reference until Mrs. Guy returns. Miss Fulridy is getting married and her place will be taken by Miss Barbara Detrempete. Miss Coukick will be new on the staff of Circulation Records. There is a new man in the stacks, Mr. Keith Probst of Greenview.

Respectfully Requested. 1. Do not request special delivery on air mail service unless the town you are addressing mail to has air mail delivery or special delivery service. 2. If any person is leaving the building for any purpose except lunch you must request permission and have it approved. 3. Unit Heads -- have statistical reports in by the 5th or not later than the 8th. Designate your unit and the month and year in the heading. 4. Hats and coats should be housed in coat rooms or on coat racks, not in filing drawers. Watch your purse--do not leave it on the desk. 5. Pay roll checks arriving late Friday or on Saturday are not to be cashed in the State House at the request of the State Treasurer. 6. The two weeks test on absenteeism has been completed and we are not to use the sign-in and sign-out system, but for the next two weeks any one tardy will report to their section head. 7. March of Dimes Campaign is on. Joan Drew will see you for your contributions. 8. Individual Conference--(personnel rating sheets) are to be filled out in conference with your section head prior to Feb. 28, 1952. 9. Miss Rogers suggested that we read A.L.A. Bulletin for December on page 368 as it has information pertaining to the General Session of A.L.A. at the Conference. * "The Book Fair" will be held in Chicago, July 14 and 15. This is so it will not conflict with A.L.A. meeting in New York about that time. The Illinois Civic Exchange will meet in Chicago on Feb. 9, 1952. Dr. Lindstrom is an active in the group.

We are invited to the 83rd Anniversary of the Chicago
Fondling Home, Sunday January 27th, 1952 at 15 So. Wood St.

Our next staff meeting will be February 5, 1952 and the
Extensive Service staff if requested to join the Unit Heads.
tion

Respectfully,



T. J. Cassady

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for January 1952

Accessions.

The Index Department of the Secretary of State's office sent over near 5000 documents in the nature of leases and contracts and official bonds; an index volume on county officers' bonds and two volumes of election returns tabulations. This Department also sent over real estate title records for five pieces of land purchased by the Department of Conservation.

The Corporation Department deposited the "For Profit" Reports for 1949 and the "Not for Profit" Reports for 1951, also index cards for 1949.

Mr. East presented a printed copy of a House Committee Report on a bill for "An Act to provide for the completion of the Illinois and Michigan canal, and for the payment of the Canal debt," 1843. As the Archives did not have a copy of the text of this important report we were very glad to add it to our collections.

Departmental Vaults.

Records were transferred to their Departmental Vaults by the following Departments: Secretary of State Corporation Department (Correspondence), Public Works and Buildings, Main Office and Purchases and Supplies Division; Adjutant General and Teachers' Retirement.

Staff Work.

I checked the 1830 census index cards for 8 counties and the 1840 census for 3 counties. Pending indexing of corresponding counties in the 1840 census these 1830 cards are not being interfiled in the Name Index but have been alphabetized and made available in drawers in the Harlow room.

The reference work was unusually heavy last month as shown by the statistics. Mr. Cassidy is now writing all the letters which I sign so that I can check on possible additions. He is really doing very well indeed with this work.

One of the most interesting reference projects was in helping Mr. Chamberlain collect materials for the Pana centennial. A number of photostats were given him. The Governor's office requested a list of the prosecuting officials of Cook county, 1835-48, for use of the Chicago Crime Prevention Commission. Mr. Cassidy prepared this list also. We also aided a representative of the Chicago Chamber of Commerce in a study of population distribution 1810-1830 (supplementing printed population schedules.) The Waterways Division has been checking records of canal lands and lot sales, 1843-85, with a view to locating any unsold lands still owned by the State. Mr. Cassidy also reported that he helped the Historical Library "in research on township government," but as he did not elaborate on that I am not sure just what was involved.

The mail reference included 135 searches in civil war records to answer 19 letters, 5 searches to answer 3 letters on Black Hawk, Spanish American and Mexican war service records. The censuses were searched for mail reference as follows: 1830 census: 3 counties for 2 names; 1850 census; 6 counties for 5 names; 1860 census for 1 name. Since most of the very voluminous 1860 census is illegible we are not trying to do much search for individuals in that except when the patron can pin point the checking to the town.

The big event, one might say, in each archival year, is the annual influx of corporation reports which always inundate us at this time of the year and almost panic the staff. However, we really hope to be caught up this year. The index cards especially bother the reference staff because they come over tied in small bunches so that search for one card may involve looking in six or seven places. Miss Scheffler started combining these files while she was substituting for Mrs. McFadden during the latter's absence. She generously offered to continue the work and has completed the filing together of all the miscellaneous cards so that now we have to look for the older cards in one place and the three years' accumulation in another. Mrs. McFadden is interfiling these into the master file as desk work and of course Mr. Rountree is also working at this so I believe the cards are now all filed through the letter "B". Mr. Rountree has finished filing the letters H-J for 1948 and 1949. He has only to go through the letters L or M, I forget which, to have all the 1948 reports filed, then can start on the 1949 reports received this month. With Mrs. Robeson stapling and unfolding ahead of him, Mrs. McFadden typing new folders and Mr. Cassidy filing those new folders they are really making progress.

I have been trying to relieve Mr. Rountree as much as possible of other duties so he can concentrate on filing corporation records, but his report this month lists 17 other miscellaneous "chores," including 5½ hours at the desk, making two signs for Mr. Reid, making some reference searches and miscellaneous vault clerk duties.

Mrs. Robeson has divided her time between filing census cards and preliminary work on the corporation reports.

Mrs. McFadden has been filing corporation index cards stapling reports and shifting and arranging 1951 General Assembly records which she has now completed work on. She reports as a major reference job, checking 36 years of presidential candidates for Mr. Butler.

Miss Scheffler's main work during the month was the filing of the corporation cards on which she worked full time January 21-31. She also continued the cataloging of canal maps, as shown in the statistics, and did exhibits on the first and second floors as detailed under the heading exhibits.

Miss Winterbauer, in addition to her regular typing, continues to assist me in making the census indexes.

Exhibits. The January exhibits were "quickies" borrowed from the Art Department. The first floor exhibit was plates depicting military uniforms:

24 plates. U.S. Military Uniforms 1841-1907

25 plates. Large, Hector. Le Costume Militaire. A travers les ages. (Pub. Paris)

1 copy: Todd, Frederick. Soldiers of the American Army 1775-1941. (I think this was the volume we itched to tear apart and display the lovely plates separately).

The second floor lobby cases showed 50 plates of 18th and 19th century costumes.

Mr. Cassady served on the committee to put up the Centennial Lobby exhibit featuring Boy Scout Week February 2-9.

Building Notes.

Whatst might have been a disastrous flood happened on January 9. At a quarter to four that afternoon a clogged drain connected with the air washing machinery in the Pent House released a miniature Niagara that cascaded down the stairway in the departmental vault section and penetrated as far as the Public Catalog Room. Quick action on the part of Richard Shipp, head janitor, in getting hold of maintenance men and the efforts of all janitors and staff members averted actual damage. Fortunately the water poured down the outside of the archives vaults and the only records seriously threatened were those in the Special Vault. The only damage was to a few maps of minor importance in a map case in the lower level of the Special Vault. Thanks to superior filing equipment in the U.S. map section of Miss Bailey's and the cabinets in which deeds to State property are housed, no water penetrated into any of these files, which seemed to us a minor miracle, since the water poured over them too.

Some of our leather upholstered furniture has been re-upholstered: the love seat in the reference room in red, 5 reference table chairs in green and two white seated chairs in green and two white seated chairs in the archivist's office.

The maple furniture in the two rest rooms on 2d and 3rd floors has been removed to the Storage Room off the Conference Room. New furniture giving more seating capacity and less easily damaged will be purchased for these rooms. Until such time as the State Library regains these two rooms this better furniture will be used in the rest room off the Catalog Room in the Centennial Building.

The rest rooms and toilet rooms at the east end of the building are being repainted. Chairrails will be added in the rest rooms.

The Conference Room was used for two State Library and for the organization meeting of the Blue Shield (Medical Insurance) group in the State Library. The State Records Commission held one meeting there.

Staff Notes.

Mrs. McEadden's mother died January 16 after a lengthy illness.

The Archives staff attended the State Library staff meeting on January 22, under the new plan to let all staff members attend one meeting each year for better understanding of procedures and methods of determining policies.

State Records Commission.

The January meeting was held January 8. The Archivist was instructed to compile all previous records destruction laws also a cross indexed card file of all categories of records for which disposal applications are made to the Commission. The records destruction acts have been listed but the text for some of those for the years 1945-51 has not yet been added to our previous compilation.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS
January 1952

Secretary of State

Documents Drawers Vol.

Index Dept.

Election Returns		2
County Officers' Bonds		1
Leases & Contracts	3698	
State Officers' Bonds	501	
States' Attorneys' Bonds	287	
County Recorders' Bonds	120	
County Officers' Bonds	155	
Clerks of Courts' Bonds	153	
Real estate records	59	
(5 cases)		

Corporation Dept.

For Profit Reports 1949	40,000
Not for Profit Reports 1951	15,000
Index cards, 1949	3,000

Ernest East (Gift)

1843 General Assembly. Com-
 mittee Document (Printed
 Copy)

62,954

3

•Estimated

ARCHIVES REFERENCE

January 1952

State Business

Secretary of State	
Corporation Dept.	177
Annual reports	82
Index cards	
Executive Dept.	
Trade Marks	11
Land records	1
Index Dept.	
Elections	38
Enrolled Laws	10
Leases	2
Securities Dept.	
Closed Cases	2
General Assembly	29
Registration and Education Dept.	
Real Estate Salesmen	3
Waterways Division	
Canal records	6
	<hr/> 361

Archival Technique

In Person	4
By Mail	4
	<hr/> 8

Records Commission

Meeting	1
(Phone calls, etc. not counted)	
By mail	1
	<hr/> 2

Family History

In Person	
1850 federal census	6
1860 federal census	2
Civil war records	12
Spanish American war records	3
County Histories	4
Name Index	47
Miscellaneous	2
Printed Censuses	2
By Mail	
Genealogy	16
Civil War	24
Spanish American War	2
Black Hawk War	1
	<hr/> 121

Historical

In Person	
Governor's Letter Books	2
Executive File	2
Governor's Correspondence	2
Governor's Military Correspondence	2
Not for Profit Corporation	
Reports, 1951 (3 day's work)	78
By Mail	4
	<hr/> 90

Advisory services (county)

By Mail	3
	<hr/> 3

Total

385

ARCHIVES CATALOG
January 1952

Catalog

General Assembly, 1843	3 cards
Ill. and Michigan canal. Maps	185 "
Reference Catalog	15 "
	<u>203</u> cards

Name Index

1830 census	
Adams Co.	350 cards
Calhoun Co.	166 "
Clark Co.	560 "
Edgar Co.	684 "
Greene Co.	1,280 "
Macon C.	184 "
Morgan Co.	2,126 "
Shelby Co.	586 "
	<u>5,936</u>

1840 Census

Greene Co.	1,543
Vermilion Co.	593
Hamilton Co.	415
	<u>2,551</u>

Total for Name	<u>8,507</u>
Index	

VAULT ADMISSIONS

Adjutant General	8
Div. of Architecture & Engineering	1
Attorney General	1
Auditor of Public Accounts	43
Civil Service Commission	3
Illinois Commerce Commission	4
Dept. of Finance	1
Dept. of Insurance	2
Supt. of Public Instruction	4
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	36
Secretary of State:	
Corporation Department	6
Executive Department	32
Securities Department	1
Teachers' Retirement	18
State Treasurer	25
Supreme Court	3
Div. of Waterways	1
Total	200

PHOTOGRAPHIC LABORATORY
January 1952

Photostats

State Library
Archives
Microfilm Enlargements
Corporation Dept.
Safety Responsibility

Negatives

82
75
47
86
10
280

Positives

4

4

Photographs

Negatives

8x10

State Library 26
Archives 4
Publicity Dept.
Operators' License 8
Chicago Office

463

3

59

5

65

38

397

Prints

11x14

4x5

1

18

1

18

Color Prints

4x5

Chicago office 183

Motion picture on safety shown to Hazel Dell PTA at
request of Miss Rogers

Staff meeting, Tuesday, Feb. 5, 1952.

Miss Bailey reported on plans for visit of staff members to bindery in Jacksonville on February 12. Persons owning cars who are willing to use them for the trip were requested to report to Miss Bailey by noon Feb. 6. Drivers will select passengers to ride in their cars from list of persons who have announced their intention to make the trip. It is planned to leave Springfield about 12:30 p.m. and to be at the bindery at 2 o'clock. It was suggested that some of the tourists may wish to have luncheon in Jacksonville.

Miss Rogers announced that Mrs. Howard and Mr. Cassady had arranged the Boy Scout exhibit in the Library cases in the Centennial building. Next will be a display of materials of Lincoln interest including New Salem miniatures. Following will be a George Washington and American Heritage display.

Miss Rogers said one of the Library tables would be borrowed by the Historical Library for the meeting of the Abraham Lincoln Association meeting on the afternoon of Tuesday (Lincoln holiday), February 12. (Ash trays on table will not be loaned!). Members of the Library staff are invited by Dr. Harry E. Pratt to attend the Association meeting. Dr. Allen Nevins, nationally important historian and Lincoln scholar, will be one of the speakers.

Mr. Meyers announced that two new men, Mr. Paul Spencer and Mr. John, the latter an exchange student from India, have been added to the mail reference section. Miss Rogers said Mr. John had completed his course in the library school at the University of Illinois and desired practical experience in an American institution before returning to India where he was and is librarian of a large city library. He will remain here until June.

At this staff meeting were employees of the Library in the Collections section. Mrs. Vivian Howard, chief, evidently had instructed each of her staff members to report something on his activities and each did this in an easy and interesting manner.

Mrs. McMullen announced the addition of three new persons in her section---Mrs. DeTrempe?, Miss Kellar? and Mrs. Spence?

Miss Murray reported on a rural life conference. A feature of the program was a debate by two young men the subject of which was, substantially: "Is the individual losing control over his national affairs?"

Miss Curran displayed a printed work, NEW JAPAN. It is an annual which accompanies a subscription to a weekly newspaper in Japan. The item appeared to be about the size of a mail order catalogue, and attractively printed in the English language. It will be at the reference desk for examination in the library.

2 staff meeting

Miss Kissinger reported an unusual demand for viewmaster films. Although the art section has ten reels on United States subjects she does not have enough to supply the demand. It was announced by Miss Kissinger and Miss Rogers that Miss Christianson, who is educated both in art and in music, had been added to the staff. She will work one-half day in each of the art department and the music shop.

^AArchives Staff: Please read and initial. Reported by EEEast.
Incomplete. Additional facts will be written or reported orally.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

February 1952

Accessions.

The principal accession was the minutes and other records of the old State Board of Administration, predecessor to the Department of Public Welfare. The Peoria County Recorder deposited 3 more microfilm reels. We had understood he had already sent in copies of all his records. The Index Department transferred files on two real estate titles and the Corporation Department sent over one fee book.

Departmental Vaults.

The following departments transferred records to their vaults: Public Instruction, Public Welfare, Finance and Registration and Education.

Mr. Morris from the Auditor's office talked with me twice about the transfer of the land records, but nothing has happened so far. As soon as the ventilating shafts are cleaned I shall have our janitors put up some shelves and notify the Auditor in writing that we are ready. I haven't done it before because I didn't know where they want the equipment we are to transfer from I T nor how much of their own equipment they were bringing in. I think Mr. Jones is stalling because I told him he ought to make a preliminary inventory of what he has and then put related records together. I offered to help on that. Mr. Morris seemed somewhat annoyed at the delay.

Staff Work.

I have kept busy all the time but seem to have little to report in the way of accomplishments. As you will see by the statistics I did some work on the 1830 census and a very little work in one of the vaults. I attended staff meetings February 5, 27, 28 (2), and Council meetings February 20 and 26. We had meetings of the State Records Commission on February 6 and 26. I gave a speech before the ASPA on February 19 and planned an exhibit in honor of the occasion. I also checked rating sheets for the staff. All these "extra-curricular" activities plus the many interruptions for various phases of archival administration take so much time that I cannot seem to find time to do what I consider "my work." In other words, the Archives has grown to the place where my job is full time administration, yet there are many technical jobs which I would like to do myself.

Mr. Cassady remarks in his report that, "The mail reference work this month was terrific," I would not use quite as strong a term as that, but it was rather heavier than usual. We are quite conscious of the inadequacies of the war service records indexes sent over by the Adjutant General. These list only the name of the soldier, the page of the printed list and the name of the regiment. Even though the patron gives us the data about place of enlistment and residence, we have to search through all persons of that name. For one name Mr. Cassady had to look in 27 different records, so that reporting that reporting that he looked up 23 names in the civil war records, he does not indicate the amount of time he spent. We have

We have discussed the possibility of reindexing but that will be such a tremendous job that we see no prospect of doing this in the foreseeable future. Mr. Cassady also reports having made census searches as follows: 3 names in 3 counties, federal 1840; 23 names in 15 counties, federal 1850; 1 name in 1 county, State 1855; 3 names in 3 counties 1860 federal

Mr. Cassady continued to file "ten folders" for Mr. Rountree and completed the filing and unfolding of lease and contract papers and filed without unfolding, official bonds for State and county offices recently received from the Index Department.

Mr. Rountree reports that he has filed up to the letter "L" in the 1948 and 1949 Corporation reports. He is working in the last half of the last bay where the 1948 reports have not been filed. He has also filed the "M's" of the Corporation cards and part of the "F's" and "G's". He is making a great effort to get caught up with this filing. In addition to the filing he is also acting as page in the stacks and has done some reference desk duty and "look ups."

Mrs. McFadden reports that she has finished indexing the 1850 federal census for Christian county. The count on this has not been made but will appear in next month's statistics. Mrs. McFadden has also stapled and filed one drawer of Corporation Reports and filed one drawer of Corporation Cards.

Mrs. Robeson has divided her time between filing index cards (not all completed for statistics) and unfolding and stapling Corporation Reports.

Miss Scheffler arranged two exhibits - one in the Museum room which she calls "The Living Lincoln" and the exhibit on "Types of Records Suitable for Transfer to the Archives Building" in the second floor lobby. The Lincoln exhibit particularly featured places Lincoln lived in Springfield and as usual is largely made up of illustrations borrowed from the ever generous Historical Library. Much of her time aside from exhibits has been devoted to filing index cards.

The report of the Field Visitor for Archives is appended.

Visitors.

The most important visit was that of the ASPA to the Archives on the evening of February 19. After a talk by the archivist in the State Library reading room in the Centennial Building the group were taken on tours of the Archives Building and then returned to Miss Rogers' office for refreshments. She also showed them some of the Library's treasures. The following members of the Archives staff were on duty: Mrs. McFadden, Miss Scheffler, Mr. East, Mr. Rountree, Mr. Helm, Mr. Bish, Mr. LaHart and Miss Norton. About 50 State employees attended.

The Greenville Book Club visited the Library one afternoon and Mrs. McFadden reports that they were an unusually interested group.

Our register for the month shows visitors from Germany, South Dakota, California, Kansas, Nebraska, Wisconsin, Missouri, and Iowa; also, signers from 17 Illinois towns and cities, including a group of 8 from Spalding Institute, Peoria. Not bad for a winter month.

Reference.

Some report on mail reference has been made under the report on Mr. Cassady's work.

We have had requests for photostatic copies of charters for two Centennial celebrations: the Hahnemann Medical College (request of Director Cross of Department of Public Health) and of the Jerseyville and Chicago Building Associations (request of the Illinois Savings and Loan League.)

Mr. Lyaroff of the Lieutenant Governor's office wanted to know if the State Records Commission would authorize the Auditor of Public Accounts to give Lieutenant Governor Dixon a letter written by his great grandfather from the files of the Auditor. Mr. Morris of the Auditor's office had previously asked the same question. My reply was that the State Records Commission's power is limited to authorizations to destroy worthless records; that this letter is specifically listed as being in the archives of the Auditor in a published report; that I believe that the Criminal Code which prohibits alienation of any records of a State officer applies here - that a legislative act would be required to permit the Auditor to give one of his records to a private individual even though that individual happened at the time to the gift to be a State official. I offered the services of our Laboratory in making a photographic copy but Governor Dixon wants the original. I suspect his uncle Judge George Dixon had previously tried to get the document. I suspect this is in the land records though none of the parties interested will be very specific about what it is. I don't think Mr. Cooper intends to let this get away and it probably wouldn't be too important in a way, except in setting a precedent.

Some time ago I raised the question to the State Records Commission that I thought the Department of Registration and Education is "weeding" record materials from his application files before microfilming and turning over the originals to the Archives. Mr. Field said that the Records Commission is not a policeman but that he agreed with me that the Archives should protect itself from future charges that we might have done the weeding. He thought, however, that if the Department's microfilm copy agreed with what the Archives has we would be in the clear. I took up this matter with Mrs. Louise Howard, chief file clerk for the Department. Mrs. Howard said the matter of discards of photographs and correspondence relating to refusals to renew licenses had been discussed in the Department. The Director decided that the purpose of the file was to establish whether or not a man (or woman) was or was not licensed to a profession on a given date, and that that correspondence was not a matter of record. The photographs attached to the applications are used only as identification cards to admit applicants to the examination. I told her that I thought the photographs might have future historical value, and that we

would be willing to accept them and also the correspondence (which I cannot agree is of no value). Mrs. Howard said the problem was that the Department doesn't want microfilm copies of anything but the applications, and if they were to certify that the microfilm is a complete file yet the Archives had other material it might cause trouble. She said that in addition to photographs there were often obituaries and other newspaper notices, and she thinks the material of that nature particularly in the physician's file, of great interest. I suggested that this difficulty might be overcome by stating in the letter of transmittal that the applications were being transferred, together with non-record materials deemed of historical interest. She agreed to try to get the Department to accede to this.

Illinois Libraries.

Mr. East's annotated list of Icarians taken from the 1850 federal census for Hancock county was printed in the December 1951 issue. I have promises of an article on the McCormick historical collection from Wisconsin Historical Society and one on some interesting federal license tax records in early Illinois records by Mr. Keely, chief clerk of Department of Registration and Education.

Building Notes.

The toilets and rest rooms at the east end of the building are being repainted. The maple furniture formerly in those rooms has been removed to the storeroom off the Conference Room on the second floor, which is being fitted up as a rest room for the Archives staff.

The ventilating shafts and ducts have been causing considerable soot deposits in the various vaults. They are now in the process of being cleaned. I believe the trouble is that the air intake faces the Chapman Laundry smoke stack. Mr. Lauderback of Henson Robinson's said something about possibly moving it to the other side of the building. I hope this can be done.

The steel bookcases with the triple fold storage are being installed in the basement Archives corridor.

Four straight back chairs from the Conference Room have been sent to be upholstered in white. These will replace some cumbersome arm chairs in the archivist's smaller conference room.

The State Library is moving some older annuals to tier 1 in the Archives stacks. We had heard a rumor that the camel's nose was getting cold again.

Respectfully submitted,

Archivist

EXHIBITS - February, 1952

1. The Living Lincoln

Photographs:

Alexander Hessler photo of Lincoln, taken in Springfield, 1860
Alexander Gardner photo of Lincoln, taken in Wash.D.C. Nov.1863
Early pictures of the interior and exterior of the Lincoln Home
(sitting room, front parlor, early photo of home and later one, rear porch of home)
Photographs of the Lincoln family and of Mary Todd Lincoln.
Photographs of the four sides of the square of Springfield, as Lincoln knew it. 1850's
Photograph of Abraham Lincoln from an ambrotype owned by F.H. Meserve, N.Y. City
Ninian Edwards Home on Second Street
Old Chenery House
Globe Tavern
Woodcut of Washington Street in 1850 by Robert Ide
Illustration of Marine & Fire Insurance Company and Sangamon County Court House (Here I have lived, b. Paul Angle)
Illustration of facsimile of an account with C.M. & S. Smith 1859 of the Lincoln's (Clark M. Smith, husband of Mrs. Lincoln's sister)
Illustration of the Francis E. Bryant house at Bement (where Lincoln Douglas Debates were arranged)
Photograph of the Lincoln Memorial at Washington, D.C.

Facsimiles:

Page of Quartermaster's book listing supplies drawn by Capt. Lincoln - (Jay Monaghan's - This is Illinois) Also: Black Hawk War Statue of Lincoln by Leonard Cruenelle, at Dixon, Ill.)
Letter, dated Jan.10,1853, requesting pardon.

Sales slips for Lincoln's personal library at the White House

Photostat: The Houser Cabin, near Peoria. Martin Luther Houser collection of Books Lincoln read

Books:/ Lorant's, Lincoln - His Life in Photographs
Monaghan's - This is Illinois
Abraham Lincoln Assn. - Lincoln Day-by-Day 1809-39; 1840-46
Barringer, William E. Lincoln's Vandalia (end papers ...)
Rogers - Abraham Lincoln- Biography in Pictures
Old Salem Lincoln League - Early plat of New Salem by Onstott
Pratt's - Personal finances of Abraham Lincoln
Drury's - Historic Houses of Illinois
Several copies of various editions of "Facts & Memorials" were used

Lincolniana:

Original certificate of Qualification ... Rep. to the Gen. Assen.
Facsimile of 1st bill introduced by A. Lincoln
Report of Committee on Public Accounts and expenditures, of which Lincoln was a member, in Lincoln's handwriting.

Illuminated copy of the Gettysburg Address ...

Lincoln Trail Hike - folder

Ill. State Historical Society Journal

Photographs and books were property of the Ill. State Historical Library and Mr. Ernest East

I. What types of records are suitable for transfer to the State Archives?

A. Historical treasures, such as

1. 1818 State Constitution
2. Cahokia notarial record, 1737-68
3. Executive Register, 1809-
4. House Journal, 1818
5. Governor Edward's Letter Book, 1811-12
6. Territorial Census, 1818
7. Territorial Treasurer. Earliest account book, 1818-17
8. First Free School Act, 1825

B. Records Placed in the Archives for Security Reasons, such as

1. The Constitution of 1870
2. Deeds to State Property, as, to the Centennial Building
3. Enrolled Laws, as, Appropriation bill for State Archives Building
4. Corporation reports, upon which corporate taxes based (Certain information in these restricted by law)
5. Indiana-Illinois boundary Survey (1821 Executive File)

C. Records Active for other Purposes than the Administration of the Department in Which They Originated

1. Adjutant General's Civil War Records completion of G.A.R. Records,
(Used for family history, marking of graves, etc., /
but of no value in administration of present National Guard)
2. Illinois and Michigan Canal Records
 - a. Field Survey Books
Used in establishing right of way for the Superhighway into Chicago which will supersede the canal
 - b. Land Records (sale of canal lands and lots)
Used by abstract companies in establishing titles
3. Early Election Records
Used chiefly for historical purposes - and for settling election bets!
4. Census Records
Originally taken to form basis for apportionment of representation in the General Assembly and Congress, now chiefly used by genealogists

C. Records Active for Other Purposes than the Administration of the Departments in Which They Originated (Cont.)

5. General Assembly records, such as inventories, allusions in General Assembly Journals, etc., used by the State Architect in the restoration of the old Vandalia State House

E. ~~X~~. Permanent Records for Which Microfilm Copies Have Been Substituted for Office Use

1. World War Bonus records
Originals too badly damaged in Arsenal fire of 1934 to permit free handling

~~XX~~

2. Applications for Professional Licenses
The Department of Registration and Education, which licenses most of the 50 professions registered by the State, finds the original records too bulky for office use, yet the originals must be preserved.

The Division of Vital Statistics has considered a similar project but has been held up by certain mechanical difficulties.

N.B. Such microfilming projects should be distinguished from those involving the destruction of the original records because the microfilms will be adequate substitutes for the originals

D. ~~X~~. Records Having No Further Administrative Value but Believed to Have Potential Present or Future Research Value

1. Agricultural Statistics, gathered by Agricultural Dept.
2. General Assembly Records, as

a. Journals of the General Assembly

b. Reports of Special Commissions

Report of the Schaeffer Commission on State Government

E. Inactive Records Which Can Be Serviced Adequately without Removal from the Archives Building
(Housing of such records/relieves storage space in Departments) in Archives Building

1. Minutes of Boards and Commissions superseded by the Code Offices
 - a. State Board of Administration. Recently deposited by Department. Minutes of old Board
 - b. Bureau of Labor Statistics. Register of Certified Mine Managers. Deposited by present Department of Mines and Minerals which keeps current registrations

E. Inactive Records Which Can Be Serviced Adequately without Removal from the Archives Building (Cont.)

- c. Insurance Company reports to Insurance Department.
(Those prior to about 1937 are housed in the Archives)
- d. Duplicate Pay Rolls
Used in establishing claims under State Employees' Pension System. Prior to 1929 when the Auditor started annual lists of State employees, this payroll information is more easily ascertained from Departmental than Auditor's records

II. What Types of Records Are Suitable for Housing in Departmental Vaults?

Permanent Records requiring the physical and moral protection of the building, but over which the respective Departments wish to retain immediate jurisdiction. These records may be removed for use in the office of the Departments to which they ascertain at the need of the Department, without checking with the Archives or asking its permission.

Important Records Now in Departmental Vaults

TYPES OF PERMANENT RECORDS NOW HOUSED
IN DEPARTMENTAL VAULTS OF THE STATE
ARCHIVES BUILDING

1. Supreme Court
Case records, 1818--
2. Civil Service Commission
Case records on Civil Service Employees
3. State Treasurer
Record of Warrants Issued
4. Auditor of Public Accounts
Lands records: survey and sales records of U.S. Land Offices
in Illinois and of Lands sold by the State
5. Teachers' Retirement System
Case records on teachers paying into or recipients of pension
funds
6. Public Health Department, Division of Vital Statistics.
Original birth and death certificates
7. Adjutant General
Service Records, members, past and present, of Illinois
National Guard
8. Secretary of State. Applications for pardons and commutations
of sentence
9. Mines and Minerals Department
Mine maps used in mine rescue operations
10. Department of Public Works and Buildings, Division of Architecture
and Engineering
Original plans, specifications, etc. for State Buildings
11. Department of Insurance
"Official File", being record of authorizations to insurance
companies to do business in Illinois, copies of their by laws,
and of other records relating to their status

II. Types of Records Suitable for Housing in Departmental Vaults.

The following examples shown in the Exhibit Cases are typical records from the Secretary of State's Archives which by special arrangement are serviced by the Archives Department while they are still semi-current (later documents are kept in the Secretary's Departmental Vaults:

- ✓ a. Election Returns
[Show a recent tabulation of the State Canvassing Board,
- ✓ b. Corporation reports
[Show a "For Profit" and a "Not for Profit"
- ✓ c. Trade Mark Applications and Registers
[Show the Trade Mark]
- d. Register of state and county officers
- e. Records of organization of Soil Conservation Districts
- g. Executive Register
This is the "fair register of ~~XXX~~ all the official acts of the governor" required to be kept by the Secretary of State. It contains a record of appointments, resignations, commissions issued by the governor, official absences of the governor, commutations of sentence, record of land patents issued by him - everything done by the Governor in his official capacity.
This record is compiled from official papers filed by the Governor with the Secretary of State, filed by date, in the "Executive File." The earliest original document in the file is dated 1801.
- ✓ g. Record of Governor's Proclamations
- ✓ h. Bonds of State and county officials (non-current)

Report of Ernest E. East, Field Visitor for Archives, Feb. 1932

The Field Visitor continued preparation of a bibliography of Illinois law relating to county government.

He attended the meeting of the Association of Public Administrators on the 19th.

He sent to ten French magazines, scholars and institutions copies of Illinois Libraries for February, requesting possible corrections of the spelling of names and places in the article, "The Icarian Community." A letter accompanied each magazine.

Did limited research for Dr. Harry E. Pratt, State Historian, on 1832 Sangamon County elections.

Ernest E. East

He received from Dr. Clarence P. McClelland an invitation to speak before the Morgan County Historical Society on April 26.

ARCHIVES ACCESSIONS
February 1952

	Vol.	Doos.	Mimo. Reels
Secretary of State			
Corporation Dept.	1		
Index Dept.			
Title papers		18	
(2 cases)			
Peoria Co.			
Microfilm of county records			3
Dept. Public Welfare			
Records Board of Administration	16		
	<hr/> 17	<hr/> 18	<hr/> 3

ARCHIVES REFERENCE
February 1952

State Business

Secretary of State

Corporation Dept.

Annual Reports 161

Index Cards 56

Executive Dept.

Executive Register 1

Trade Marks 15

Index Dept.

Election Records 37

Deeds to State property 5

Enrolled Laws 19

Lease 1

Securities Dept.

Closed Cases 4

General Assembly

26

Dept. Registration & Education

Real Estate Salesman 3

328

Archival Technique

In person 4

By mail 3

7

History

In person

County histories 4

Blue book 3

Name index (phone only) 47

Miscellaneous 2

By mail 6

62

Family History

In person

Census records 3

1840 8

1850 21

Civil War 6

Spanish American war

By mail

Family history (census) 34

Civil War 14

Black Hawk War 1

87

Records Commission

Letters only 2

2

Archival Extension Work

10

10

Miscellaneous Letters

5

5

Total

301

ARCHIVES CATALOG
February 1952

Name Index

Hamilton Co.	
State census 1840	445
Federal census 1840	634
Hancock Co.	
Icarians, 1850	278
Randolph Co.	
1840 federal census	1179
	<u>2336</u>

Card Catalog:

Dept. of Mines and Minerals
Registers

Series	6
Other Cards	23
Cross Reference Cards	4
	<u>33</u>

14 cards filed in Reference Catalog, work done
by Library Catalog Dept.

VAULT ADMISSIONS

Adjutant General	7
Div. Architecture & Engineering	1
Auditor of Public Accounts	25
Attorney General	1
Civil Service Commission	6
Dept. Finance	2
Illinois State Historical Library	1
Dept. Insurance	3
Supt. Public Instruction	1
Dept. Public Works & Buildings	5
Dept. Registration & Education	31
Secretary of State:	
Corporation Dept.	1
Executive Dept.	36
Teachers' Retirement	18
State Treasurer	21
Supreme Court	2
Div. of Waterways	1
	<u>162</u>

PHOTOGRAPHIC LABORATORY
February 1952

Photostating

	<u>Negatives</u>	<u>Positives</u>
State Library	9	
Archives		
For mail reference	20	
For Clerk of House	2	
For Legislative Reference Bureau	7	
For centennial exhibits		
Dept. Public Health	5	
Ill. Savings & Loan League	5	
Dept. Public Welfare (Ill. docu- ments, order HHR)	373	
Index Dept. Enrolled laws	5	
Corporation Dept.	11	
	<u>437</u>	<u>0</u>
Microfilm Enlargements for Archives	100	
	<u>537</u>	<u>0</u>

Photographs

	<u>Negatives</u>	<u>Prints</u>
State Library	6	8x12 11x14
		<u>1273</u> 30
Archives display	6	18
Publicity Dept.		38
Automobile Dept.		21
	<u>12</u>	<u>1350</u> 30

ILLINOIS STATE LIBRARY
STAFF MEETING
March 11, 1952

Miss Rogers announced that the State Library Guest Book is now on top of the Bible cases just outside her door. She requests that State Library guests be requested to register. Leaders of groups only, not the whole group. Of course, over here we will continue to use our own Register, but extra special guests like foreigners and archivists should register in Miss Rogers' book also.

She said the exhibit of Lincoln miniatures in the Centennial Building had been very good, but thinks it should be linked up more with books. She said Mr. Belair should always be notified when a new exhibit is in place so that he can get a story on it if possible.

The vacation period for the State Library staff is May 1 to October 1. This year I.L.A. will be here Oct. 2-4 so she is requesting that Unit Heads be through with their vacations by September 20. That affects only Mr. Helm and me here, but indirectly affects you because she wants me normally to take my vacation after the rest have gone. It is impossible for me to make positive plans at this moment, so everyone go ahead and sign up as usual for your first and second choices. Miss Rogers says that in the past there has been some difficulty from people's wanting to change their vacation times after they had signed up, in order to accommodate their vacations to others in their families. This upsets the balance in our schedules, so Miss Rogers says once your vacation time has been fixed, you must adhere to it. Miss Rogers wants each of us to sign a separate slip giving first or second choices, but I think our way of circulating a sheet of paper so you can adjust your vacations among yourselves as you have always done is best for us, but in addition to signing the slip, please also attach the same information on a 3 x 5 slip to send over to her.

Miss Rogers says she has no idea what the I.L.A. program is to be this year. Miss Nickol (school librarian in Superintendent of Public Instruction's Office) is general chairman and Miss Gilman of the Lincoln Library is chairman of publicity. We want the members to visit the State Library but must not schedule visits which would interrupt the program. It has been suggested that coffee and doughnuts be served in the State Library each morning from 8:30 to 9:30. The Leland Hotel will be headquarters. We are to be thinking about suitable exhibits for that week. She wants one over in the State Library showing the State Library organization chart and our leaflets and exhibits showing the services of the State Library itself. I suppose we can refurbish our old exhibit on the Archives, but if anyone has any fresh ideas, please tell us.

Some of the rating sheets are not yet in- ours are except for the Laboratory.

The general staff meeting had 20 more people for the morning session than for the afternoon, so that indicates a lack of balance in the shifts. I believe our Archives staff is about as abalanced as we can get it, taking into consideration chiefly the necessities of our Reference Desk.

The week after Easter the State Museum is going to have an very fine historical exhibit on Wedgewood China, and a member of the Wedgewood family will be here one day to give a talk on the subject. Miss Rogers requests that we take note of that, pass the word around, and, if we can, have appropriate exhibits. I don't know whether the archives has anything we could put up - perhaps trade marks and perhaps, charters of earlier potteries, if there were any in the early dates - but be alert for anything of the sort you may run onto meantime and let Miss Scheffler or me know. If any of you who have friends who are particularly interested, please give the names to Mrs. Ridgley in the Museum so that she may send them announcements.

When anyone is asked to speak anywhere on to serve on a committee for professional or State employees' committee, they must clear with their Section head before accepting, even though this is not going to require office time or time off. This is because sometimes several people get themselves involved at the same time or because, particularly if it involves office time, it may upset plans for the unit. Also, we wish in reports to give staff members recognition of all professional, civic and other activities.

The Regional Meetings will be held in April and May. The schedule, with a description of the topics, will be posted on the staff bulletin board on the 3rd floor of the Centennial Building. If anyone is interested in attending one of these meetings he or she should get in touch with the Section head. (These are library meetings and not of value, I would think, to the Archives staff. However, if you are interested, take it up with me.)

Miss Bailey and Miss Nichol will be attending Special Libraries in N.Y. and the Section heads A.L.A. in N.Y. in June-July. (I don't expect to go, however).

June 16-- is the annual Institute on Archives Administration will be held at American University at Washington. If any staff members are interested, please get in touch with Miss Rogers.

On February 9 Miss Dieckhaus and Miss Rogers attended the Illinois Civic Exchange Meeting at Chicago. This was formerly known as the Illinois Civic Seminar. The topic discussed at this meeting was "Implementing the City Manager Plan." They had been much impressed by a speaker from Mt. Vernon - a man named Brecker who runs a dry cleaning plant there, and who, modestly, I should say, seems to take credit for getting the City Manager Plan in that city. Mr. Helm and Mr. Bich may be interested in talking about this with Miss Dieckhaus.

Mention was made of an annual meeting on reading difficulties, held at Temple University. The program will take up reading difficulties, reading guidance, retarded reading classes, etc. Although no definite announcement was made, I am under the impression that someone will be sent from the State Library. Both Adult Education and Mrs. Howard have worked in these fields.

Miss Rogers read a letter from Mr. Maxfield of the University of Illinois Library at Navy Pier, Chicago, commending Miss Davless for having given him the only tangible and useable statistics on the cost of cataloging, in answer to a Questionnaire on this subject. This letter pleased Miss Rogers, in view of the fact that one of the criticisms made by the State Library Survey Committee was that we don't keep enough statistics. Personally, I feel that I could accomplish a lot of constructive work while I am doing all the paper work I have to do, even though I realize that that is valuable too.

The new scale for charging for microfilm and photostat at the Linda Hall Library ~~XXXXXX~~ of Science and Technology in Kansas City was mentioned. I said we have been following the scale set by the U. of I. Library. Mr. Reid said that has been increased beyond what we are now charging, so we shall probably soon increase our prices too. The minimum charge for an order for either microfilm or photostating at this Kansas City Institute is \$1.25. I think that too high, especially in view of the amount of small orders we get. You will be notified when our new scales have been worked out.

Miss Rogers called attention to the University of Southern Illinois Library's booklet, on the first page of which are news notes. Among the items read were the fact that people wishing bibliographies on any subjects may obtain Library of Congress cards for all books in that library on the subject. The lists will not be selective, but lists of all books in the classification. You can also put your order in for continuation lists - i.e., to receive cards as new books are issued.

Another item was that there has been an increase in book prices for fiction and light non-fiction of 32% since 1951, though the overall price of books has declined if you take into account the twenty-five cent books.

A quotation about Carnegie libraries lifted from its context in a speech made by Ralph Munn some years ago set off a lively discussion. The implication of the quotation was that too many small communities obtained Carnegie libraries and have not been able to keep them up - that small rural community libraries were obsolete. (There is strong feeling in our Extension Department that the university librarian down there is too vocal in his statements about library needs in that section of the State - after all, he hasn't been there long, has had only university library experience, knows very little about the problems of small libraries, etc.)

The last State Civil Service Bulletin announced that in the

future State employees being certified as under civil service would be given a certificate like the attached slip. Miss Rogers has asked that similar certificates be issued to all State Library personnel who are under civil service. This may take a little time, but it will not be necessary for the individual staff members to request them, as we will get them automatically as soon as they are ready.

The University of Illinois Extension Service will hold a summer course for librarians in service June 8-18, at Allerton Park. The theme will be "Current Trends in Libraries" - new methods, materials and equipment. This is limited to 125. Mr. Reid is to give one lecture. Registration fee will be \$5 and room and board \$8 per day. Miss Rogers hopes some of the library staff will attend. Byron E. Faulk of Illini Hall, University Extension Dept., and C. Walter Stone of the U. of I. Library School will be in charge.

The University of Wisconsin Institute will be held late in July and will be a demonstration on how to survey a community to serve and formulate its library needs. Some of our extension people should go. Miss Rachel Shenck, director of the Wisconsin library school ~~XXXXXXXXXX~~ will be in charge.

The P.T.A. Bulletin mentions that Mrs. Howard will be on the program.

The Newberry and Callicott winner books and runners-up were passed around. The Newberry award for the best children's book went to Eleanor Estes for Ginger Pie. The Callicott award for illustration and typography went to Finders Keeper.

Miss Kissinger gave a speech at Winsor Park recently.

One of the interesting reference requests was for portraits of people prominent in television.

Mr. Haggerty announced that he has been visiting in southern Illinois and if we would please excuse him he would run off to catch the train to go back there.

Mr. Reid, Mr. Mc Adams and Mr. Myers have been putting on a radio program thru station WILL. (Mr. Myers broadcasts book reviews regularly each week - this must have been something else.)

Miss Ringering reported that Cissna Park got the idea of entering the Kroger contest for the \$10,000 award for community betterment by starting some library service - their idea being a bookmobile, presumably furnished by us. I gather that she discouraged the idea as not being sufficient.

Mrs. Howard reported that she has finished a revision of her list on Stimulating the reading interest of high school boys.

She also brought in samples of the "Landmark" series of books intended for grades 4-6. One was on the Panama canal, one on the Lewis and Clark expedition. These sell for \$1.50, are well printed and illustrated and make suitable gift books. Perhaps Mr. Cassidy's boys would like this series if he has not already met up with them.

The Pupils' Reading Circle has a new leader and Mrs. Howard is encouraged to think the selections will be better in the future.

The 2¢ postage on cards has decided us to stop sending out the acknowledgment cards for reference letters. We have been notifying patrons that we had received their requests and would get to them as soon as possible. Now we will write a letter if there seems to be a likelihood of a delay, that is, a serious one.

Mr. Reid said that he will attend the Audio Visual meeting at Urbana on March 27.

He called attention to an article in the last A.L.A. Bulletin on discussion groups on world understanding. Miss Rogers asked to know of any libraries which are sponsoring such groups.

No U.S. army maps have been received for six months, and Miss Bailey's department is all caught up on the filing.

Mrs. Drake announced that the juvenile recordings, formerly in the Collections Department, are now upstairs in the Music Box along with the adult recordings. Only one L.P. album per adult may be borrowed, but there is no limit on the number of regular records which may be taken.

Mr. East stated that he has been asked to speak on April at Bradley University and also to speak at the Morgan county historical society.

Mrs. Ennis complained that non-current magazines are being taken from the stacks without charging them, and asked that any time a staff member takes anything, magazine or book, off the shelf, to charge it, even if it is just being taken to a desk for temporary use.

She also disagrees with the current policy of not sending out bound volumes. Miss Rogers says the trouble is that many bound volumes are very heavy and the patrons object to paying so much return postage. Miss Rogers says that she thinks for the few times that we have no unbound copies to send, the cost of a telephone call to the patron to explain the situation and to warn them of the cost, is justifiable. Letters take too long, for usually the patron is in a hurry.

Old copies of the Wilson Bulletin, Library Journal and Publishers' Weekly, also tend to disappear. Please charge.

Mrs. Langston says that the Planning Board of I.L.A. will meet next Monday. Cairo has voted a two mill library tax recently; Sparta and one other southern Illinois town had done so earlier. She showed a copy of a new folder "It pays to advertise your library" which is to be distributed first at the regional meetings. A copy is posted on the 3rd floor bulletin board.

Mrs. Mc Mullen complains that staff members take books to look at and do not charge them. Sign out for everything. Some one from the Reference Department said they hold books at their desk while they hear from the patron as to whether or not they are wanted. It was decided to place a special reserve shelf in the Circulating Records Department where

such books can be held in reserve yet located if needed meantime.

Miss Dieckhaus said that the staff should anticipate needs so far as possible. For instance, the city library failed to anticipate the need of the Municipal Opera group for books on costuming and staging outdoor operas, so they had to depend on us. If we know something is coming up in the future, we should be alert to order books likely to be needed so they will be available when the need arises.

Miss Lundeen reported that she has "been in and out of" the various State institutions, and that she has completed the first round of visits to all. She is particularly working right now with the School for the Blind at Jacksonville, and is also helping the mental hospitals to weed out the books donated in the recent State women's clubs drive for books. Less than 45% of the books have been kept. She has also been combating the idea that ragged books should be handed out to the insane and to tubercular patients - thinks they especially need the uplift of bright new books. Contrary to what most people think, the insane do not tear up books and many have a real appreciation of good literature.

Margaret C. Norton



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Illinois

Civil Service News

THREE AGENCIES COOPERATE TO STAFF STATE HOSPITALS

COMMISSION ANNOUNCES 14 TESTS; MARCH 21 FINAL DATE TO APPLY

Fourteen additional examinations have been announced by the Commission, bringing to 53 the number scheduled this year. The tests are for Assistant Institution Fire Chief, Audio-Visual Technician I and II, Building Construction Supervisor I through

TO OFFER 200 PRACTICAL NURSES IMMEDIATE JOB OPPORTUNITIES

Plans were made to offer immediate employment in State hospitals to some 200 candidates who took the State licensure examination for Practical Nurse February 27 through 29 in Chicago, Miss Maude Myers, president, has announced

NOTICE OF CERTIFIED CIVIL SERVICE STATUS

Dear Employee:

You now have attained certified status in the classification shown on the attached wallet-size identification card. We suggest that you read the Civil Service Law and Rules, copies of which have been distributed to your department, in order that you may be familiar with the privileges and benefits afforded by your civil service employment with the State of Illinois.

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION

This is to certify that the following employee was
certified as

Department

Effective

President

By accepting this appointment you have assumed an obligation to do your part in carrying out the will of the people as expressed in our laws; to serve the public with fairness, courtesy, integrity, and understanding; and help improve the efficiency, economy, and effectiveness of the State's service.

Please authorize this Commission to remove your name from other eligible lists for employment in which you are no longer interested.

We invite you to increase your career opportunities with the State by taking higher-level examinations for promotion. If the Commission can assist you in any way, please write or visit our office.

Sincerely,
ILLINOIS CIVIL SERVICE COMMISSION

The above form is now being sent to all employees who attain certified civil service status. The wallet-size identification card, printed in the lower left-hand corner, contains the employee's name, address, payroll title, effective date of the certified status, and the department in which he works. Each card is signed by Miss Maude Myers, President of the Commission.

RT-222C

ILLINOIS STATE LIBRARY
STAFF MEETING
March 25, 1952

Miss Mildred Nichol, school librarian in the Department of Public Instruction is in the hospital, having recently had an operation for tumor.

Miss Morrison has been given a three months leave of absence. Her brother is in a sanitarium and she has to go to California to attend to his business and other affairs. Miss Gladys Lively is to take her place, returning to her school in September. Miss Lively is a high school librarian, a U of I graduate, and has taught in several library school summer sessions.

The floor covering in the Collections and Shipping Units is being repaired.

The index to the 1951 Illinois Libraries has just been received from the printers. The 1952 index will be a five year cumulative index.

Mrs. Curran is back and is trying to work full time.

Miss Rogers spoke of the present exhibits in the Centennial Lobby. She said that since books are out stock in trade we should use books in exhibits. She criticized showing books with the title on the spine standing upright - use the side, or if there is no side label, lay them so the label reads horizontally. If plants are used in the exhibits they must be watered daily and an extra container kept filled with water in the cases, otherwise they quickly droop.

We shall put up an exhibit at the Western Illinois State College this summer a Mattoon, and plans are being made for this. If any department has plans for extensions of their programs of interest to teachers, please talk with Mrs. Howard.

Many applications are being received for summer jobs in the library. Preference is given to school librarians and to those who have been here before. Only persons with experience are being considered, or else library school students being considered for future employment.

The Toledo Public Library report has interesting "boxes" on two pages, such as "Did you know your library has _____?" Each of the Sections is to supply one box each month this spring. Any ideas for what the Archives shall say in its?

Exhibits to commemorate special days were suggested, and it was decided to appoint a committee to supply a book shelf near Mrs. Ennis' desk for each day. Mrs. Ennis was made chairman, Mrs. Taylor to do the signs, and the 4 section chiefs to plan the exhibits.

The new Embossograph machine for making signs is enroute. Mrs. Taylor will have charge of this. So, I guess Mr. Rountree has lost

his extra-curricular job.

Miss Lundeen will attend the meeting of the meeting of the Youth and Community Service group. This was formerly the delinquency group.

Attention was called to a folder "Why Should You?", about who should go to conventions. I did not catch the name of the organization issuing it.

The Indiana State Library has sent several questionnaires about phases of our loan service. Miss Rogers noted that each division of the library there has its own letter head, which sounds expensive.

The triple stacks in the basement corridor of the Archives Building were mentioned and demonstrated after the meeting. These are experimental - this being the first such installation in this country. These are "really something" and if you haven't noticed them you will be interested in seeing them demonstrated. They would not be suitable for the weights and sizes of archival material, but an interesting attempt to save space. These will house the Patent Office Gazette, and will of course be serviced by the Reference Departments of the Library, not by us.

Miss Rogers read excerpts from the narrative reports of the Direct Reference Unit and said she wished all writing reports would give samples of the types of reference questions asked, and particularly of unusual requests. We in the Archives should especially note thesis work and extended research, either by State or by outside patrons.

Vacation requests must be in by April 1st. Once you have had an assignment made, this cannot be changed later, even though that may involve plans of other members of your family. The question was raised as to who are entitled to vacations. Since all members of the Archives staff will be entitled to vacations this year, I will not attempt to explain the formula here. It is possible to take separate weeks, but you must start with and end with a Saturday noon (if that is your Saturday off, of course you take that). Please put your first and second choices on a P slip as well as signing the list which is going around. Where is it, by the way? Miss Winterbauer, please locate and see that it gets around by Friday noon of this week so I can check it before I leave for the week-end.

Mr. Reid showed samples of two new form letters being used in connection with requests for books. As this does not apply to the Archives I won't try to explain these, but anyone interested can see a copy in the Reference Department.

There was some discussion over whether late (1951) books should be allowed to go out from the Collections for three month periods when there is only one copy. Miss Rogers was unsympathetic with Miss Murray's protest against the practice and said that other copies should be ordered if needed. She says that the ordering for non-fiction adult books is below what it should be for this time of the year.

More out of date reference books are being moved into level 1 of the Archives. These will be serviced by the Library. All persons going into the vault shall go in and out past Mrs. Mc Fadden's desk. Unit heads may go into the vault that way at any time, but stack boys and others will be admitted only if the unit head has first called the Archives Reference Desk and has given the name of the person who has gone in. I think it might be advisable if whoever is at the Archives Reference desk should make a note on the calendar pad of the person who entered, with time of entrance and of departure if you notice it. I doubt if it will be necessary to sign people in and out like we do with keys, but perhaps this will need to be studied after we see how it works. I am under the impression that there will be very little traffic of this sort.

Mrs. Howard brought a new primary grade book which she thought rather well done- Mc Closkey's One Morning in Maine. She reported that the Library of Congress is doing a special study on juvenile books.

Mrs. Langston and her staff from district six visited the Current River Library in Missouri last week. This is a three county regional library, voted for in 1947 and 1948 - two counties the first year, one the second. It is housed in a small store building, and has about \$6000 volumes on the shelves. It has two bookmobiles, the larger smaller than our oldest and smallest, the second about the size of a station wagon with bookshelves. Only children can stand up in the latter. This second is used on the unpaved roads. The drivers go out alone, acting both as drivers and as librarians. Both vehicles go out every day and make the round trip throughout the county once a month. Each child may borrow one book and the teachers more. The total population of the three counties is only 21,000. MacStoekard is a trained librarian. Besides the two bookmobile drivers she has one full time and one part time assistant. Her annual budget is \$15,000, from a mill tax. Most of the services are for school children, and the stops are at school houses. There are two deposit stations, one in a grocery store which is open during store hours, one is open only Saturday afternoons.

Miss Norton called attention to Miss Schoeffler's new exhibit on Trade Marks.

Miss Cook reported that she had visited Miss Daviess in the hospital last week end. Miss Daviess expects to be there for a week. She got along much better in this operation than the first and was already up and around the room.

Miss Dieckhaus said that April will be the time for new members wishing to join Blue Cross or Blue Shield.

Miss Edwards reported that they are enjoying the work with children in the Music Box.

Mr. John talked before the Board of Adult Education at Normal recently. He and a man from Pakistan talked about political conditions in their respective countries and how the U.S. can help each.

41-
Mrs. Ennis is still disturbed over the disappearance of periodical which have not been charged. Mr. Tinsley had reported to her that all of Child fro 1943-45 is missing.

Mrs. Curran said she is glad to be back and wished to express her thanks for all the calls and cards.

Rec'd 3

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for March 1952

Accessions:

In addition to the accessions noted in the Statistics, we have received the 1948 Agricultural Statistics from the Agriculture Department. These are still in the fumigator and have not yet been checked in.

The Platt county justice of the peace book presented by Mr. East came to him through his grandfather who was one of the three justices who made this record.

Departmental Vaults.

Records were taken to their Departmental Vaults by the Executive Department of the Secretary of State's Office and by the Department of Public Instruction. The Auditor has begun moving the land records into 8 North. Unfortunately their elevator in the Capitol is being rebuilt and until that is completed the records from other Departmental Vaults are being transferred to this vault.

Staff Work.

This past month has provided two unusual advantages for my own work of indexing the census records - relative leisure for the work and dark days making use of reading machine easy. The amount accomplished does not show in the statistics since the cards are not counted until they have been checked. I am far ahead of Miss Winterbauer and Mrs. Robeson who are typing in the names of the counties, pages and lines. I am not sure just for how many 1840 counties I have written names, but it must have been at least half a dozen, some, like Sangamon, quite long.

Mr. Cassady has been very busy with heavy mail reference. As soon as he is caught up on that we shall start work on the revision of the inventory. He searched for over 40 names in the war service records, many involving checking multiple spellings. The indexes sent by the Adjutant General are inadequate because they list only the names and the company and regiment. Often there are a dozen or more men of the same name. Even when our patrons give information that would pin-point the search we lose much motion because of the scanty information given by the index. We find the printed volumes of some help. However, if we live long enough, we should like to make a new index, but that would be a tremendous job, especially since many of the original records are still in need of filing revision. The person who computed the tabular volumes from which we give data frequently mistook spelling of names.

Mr. Cassady's statistics are as follows: 54 civil war; 2 for Black Hawk war, 1 for Mexican war, 3 for Spanish American war. (Not reflected in the statistics because there we count the number of letters and some ask for citations from several sources). He searched the census

for 1 name, in 1 county for 1830 census; for 1 name in 1 county for 1840 census; for 14 names in 17 counties for 1850 census; and for 4 names in 3 counties for 1860 census. Mr. Cassady remarks that while the number of direct reference calls is reflected by the statistics, it is impracticable to differentiate between producing the records for checking by the patron and the searches we make for the various departments. Our telephone reference has always been heavy from the Corporation Department, but Mr. Cassady notes that other departments who formerly sent over clerks to look up their data are increasingly calling upon us to save their time. That is of course as it should be - phone reference calls imply confidence in our service as well as indicating more efficient utilization of the departmental clerks.

Miss Schaeffler has been filing index cards - some 4050 having been added this month. There again there is an apparent discrepancy between the statistics shown and her figures. This is largely due to the fact that the 1830 index cards are held out of the master file until the 1840 cards for the corresponding counties have been checked.

Her major work for the month was the preparation of an exhibit on Illinois Trade Marks. She included enrolled laws concerning trade mark registration and the colorful trade marks of various commodities, such as tobacco, liquors, patent medicines, wearing apparel, and foodstuffs. This is one of the most colorful exhibits we have had, and perhaps the most entertaining. The automobile Department clerks have especially seemed to enjoy it. A number have said so, and at any of their rest periods you can find one or a group studying the exhibit.

Incidentally, the Department of Reports which is preparing an elaborate centennial exhibit for the State Fair has borrowed one copy of our history of State Departments and has told us this compilation of ours has saved them a great deal of research.

Mr. Rountree reports that he is filing in the letter "M" of the corporation reports and both he and Mrs. McFadden have been working on the index cards, bringing "everything up to the M's for the two years not filed" as Mrs. McFadden puts it. Mr. Rountree has also done quite a bit of reference work this month, not merely producing and refilling records, reference desk relief work, but at least two rather extended searches in the election records and Governor's correspondence. He has made some good suggestions for rearrangements in the stacks and is also anxious to get the inventory in shape. He has volunteered to put in extra hours in the evening if necessary to work on that. I don't think we shall have to resort to that, but I am proud of his sense of responsibility towards his work. I hope to be feeling better as warmer weather advances and think we will be able to get that task out of the way before the elections. It will be largely a matter of working out procedures.

Mrs. McFadden has been indexing the 1850 federal census for Clark county, typing ten's folders for Mr. Rountree, filing corporation cards arranging election records, and of course, taking care of the many calls at the reference desk.

Mrs. Robeson has been typing in names of counties, etc. on the census index cards I write, alphabetizing and keeping statistics on them and unfolding and stapling corporation reports.

All of the above reports indicate the usual routine work of the office. We have nothing exciting to report this month, except that all have worked hard and I think we have made substantial progress.

The State Records Commission held two meetings. The State Library Council (comprising Miss Rogers, Miss Dieckhaus and the four section chiefs) held four meetings.

Archives Building.

The Civil Service Commission's three classes have continued to meet in the Conference Room each week. The Illinois Employees' Association banquet committee have met there a couple of times. With these and the State Library staff meetings, the State Records Commission meetings, the room has been in use practically every day.

The staff rest rooms on the second and third floors now used by the Automobile Department are being redecorated and refurnished. The beautiful maple furniture originally in those rooms has been brought over to the storeroom off the Conference Room. The furniture is being reupholstered, the room repainted, new lamps purchased, a louvre door provided for privacy, and a most useful restroom for the State Library staff in the Archives Building will result. All the staff is very much pleased with this for we have missed not having a place to lie down.

The first installation of triple fold shelving in a library has been completed by the Art Metal Construction Corporation in the west end of the Archives basement corridor. This equipment is to house the Patent Office Gazette and will not be under the jurisdiction of the Archives. However, we make note of this here as a matter of record re the Archives Building.

The drinking fountain in the first floor corridor is being connected at long last.

4 straight chairs in the archivist's conference room have been reupholstered in white plastic.

Pads for two benches in the second floor lobby have been recovered in red. Strictly speaking that should go in our April report, but we mention it here for your information.

Respectfully submitted,

Archivist

Report of the Field Visitor for March, 1952.

Wrote letters to two persons in an effort to obtain for the Archives a justice of the peace docket in early Shawneetown, Saline County.

Letters to an educator at the University of Illinois and to Iowa State Historical Society superintendent accompanying copy of Illinois Libraries and requesting additional information on the Icarian Community and Nauvoo.

Continued assembling of material on bibliography of county government. Typed that portion relating to the office of Recorder of Deeds.

Accepted invitations to speak before Morgan County Historical Society in April and at Abraham Lincoln ceremonies at library of Bradley University, Peoria, in May.

Ernest E. East

ARCHIVES ACCESSION
March 1952

Secretary of State

Documents

Vol.

Index Dept.

Deeds, etc. to State

16

Real Estate (4 cases)

Elections (Judicial, June 4, 1951)

46

Executive Dept.

Record of Trade Marks

2

E. E. East

Justice of the peace record, Platt Co.

62

1
3

ARCHIVES REFERENCE

March 1932

State Business

Secretary of State

Corporation Dept.

Annual reports 114

Fee books 2

Index cards 57

Correspondence 2

Executive Dept.

Proclamations 1

Criminal records: Restorations

to citizenship 1

Land records 1

Trade Marks 13

Index Dept.

Deeds to State property 4

Election records 38

Enrolled Laws 12

Agriculture Dept.

Agricultural statistics 2

Public Works & Buildings Dept.

Division of Waterways

Miscellaneous 5

Chipperfield report 3

General Assembly 20

Governor

Correspondence 2

277

History

In Person

HRS County Board Transcripts 2

County histories 6

Blue book 4

General Assembly records 4

Governor's Correspondence 1

Attorney General's Opinions 1

By Mail 6

20

Family History

In Person

1855 state census 2

1850 census 7

1860 census 4

Name index (Phone calls) 34

Civil War records 28

Spanish American War records 11

By Mail

Genealogy 23

Civil War records 29

Spanish American War records 2

Black Hawk War records 1

141

Advisory Services

By Mail

9

Total

447

ARCHIVES CATALOG
March 1952

Name Index

1850 federal census
Christian County 2,413
(figure supersedes
earlier reports)

1830

Pike County 348
Peoria County 200
Jefferson County 421

1840

Jefferson County 928

Cross References

151
4,461

VAULT ADMISSIONS

Adjutant General	5
Div. of Architecture & Engineering	2
Auditor of Public Accounts	48
Civil Service Commission	4
Illinois Commerce Commission	11
Dept. of Finance	1
Illinois State Historical Library	2
Illinois Liquor Control Commission	1
Dept. of Public Welfare	1
Dept. of Mines & Minerals	6
Dept. of Registration & Education	36
Secretary of State	
Corporation Dept.	2
Court of Claims Dept.	1
Executive Dept.	37
Index Dept.	1
Securities Dept.	2
Teachers' Retirement	26
State Treasurer	31
Supreme Court	1
Div. of Waterways	1
Total	<u>219</u>

PHOTOGRAPHIC LABORATORY
March 1952

Photostats

	<u>Negatives</u>	<u>Positives</u>
Corporation Dept.	278	
State Library	22	
Archives	110	
Operators' License Dept.	2	
	<u>412</u>	<u>0</u>

Photographs

	<u>Negatives</u>	<u>8x10</u>	<u>Prints</u>
Blue book	25	5	52
Secretary of State			
Chicago Office		80	
Publicity	8	16	
State Library	26	72	8
Archives	5	10	
	<u>39</u>	<u>183</u>	<u>8</u>

ILLINOIS STATE LIBRARY

STAFF MEETING

~~October 11, 1952~~

April

The first group from Technical Services attended the staff meeting.

Insurance agents and salesmen are prohibited from making the rounds of the Library. If someone comes to whom you wish to talk, please ask him to make an appointment for your home. Booksalesmen are to be referred to Mrs. Curran and those selling library supplies to Miss Santarelli.

Please have visitors to the Library sign the visitors' book just outside Miss Rogers office - i.e., groups and official visitors and "visiting firemen." Only the leader of a group needs to sign. In the Archives Building of course their sign our register, but anyone especially important should of course be taken also to Miss Rogers anyhow.

The week of Sept. 28-Oct. 4 is the 500th anniversary of the publication of the Gutenberg Bible. As that week coincides with I.L.A. meeting here we should have an appropriate exhibit.

Miss Rogers has been asked to serve as chairman of the Hospitality Committee for I.L.A., Mr. Reid of the Information Committee and Miss Corcoran (Junior College Library) of kits. It has been decided to combine all three committees for practical working. Anyone willing to serve on a committee should volunteer to Miss Rogers or to Mr. Reid. If they think you should serve anyhow, you will be drafted, so get in your suggestions as to where you wish to serve first. It has been suggested that coffee and doughnuts be served at the State Library each morning from 8:30 to 9:30, during this meeting.

Miss Rogers requests that all vases, etc. belonging to the Library be returned to the shelves in the ramp into the stacks from the Administrative Office. Which reminds me, that I don't know what has become of our Archives vases. I bought three or four for us several years ago but don't know where they are.

Next week, April 15-19 the State Museum is having an exhibit of Wedgwood china sent by the factory. Mrs. Wedgwood, wife of the present head of the firm will be in Springfield and will give talks on Wednesday, Friday and Saturdays at 9:30 and perhaps at 3:45 Saturday. If you have any old pieces which you wish to have dated or otherwise identified, she will tell you about them. Members of the staff who wish to attend these lectures should contact me or Miss Dieckhaus so that chairs can be reserved for you by Mrs. Ridgeley.

Miss Rønger showed two bookplates designed by two children in the six and seventh grades of the Danville schools. These bookplates are used in the Danville school libraries. She also reported that she is dickering for a new library headquarters at Kankakee. The present room in the court house is not heated.

It has been announced that Mrs. Eleanor Roosevelt will be one

of the featured speakers at A.L.A. next July. Her topic will be "Books as Bridges to International Understanding."

An article describing how "Time Magazine" is edited and put together will be posted on the staff bulletin the Centennial Building. Miss Rogers would like to have all staff members read this.

Ten scholarships are being offered by the Atlanta, Georgia Library school for next year.

The new editor for Compton's Encyclopedia is Charles A. Ford.

Miss Rogers requests that all members of the staff read the report on Records Management entitled: Target: Red Tape - a report made by the Michigan "Little Hoover" Commission. She says this explains the importance of keeping records in compact form. This volume will be kept at Miss Dieckhaus' desk and charged out like other books.

Mrs. Howard discussed sight-saving books and brought along some samples. Books will be cited under that subject in the card catalog. Requests for these books are serviced through the Collections unit except requests from school libraries which are referred to Miss Nickles of the Public Instruction Department.

Miss Johnson, district librarian for the Chicago district no. 2 reported that at Park Forest a library committee has been appointed to try to raise money to pay for the salary of a part or full time librarian pending an election for setting up a library there. Meantime the State Library is loaning books and a bookmobile.

Miss Ringering reported that plans are being made for a contract for service with the Hoopeston public library if a favorable vote is taken. The Danville public library has invited her to sit on library board meetings as an advisor.

Mrs. Langston had a conference with the new Wheaton public librarian. She also visited the new college library there. She described the Hamilton compact shelving in use there and does not think highly of it. The shelves are really filing drawers without sides - each shelf pulling out. The slides she does not think are strong enough - they are beginning to sag. Only one drawer at a time can be pulled out so these are not good for active material. She does not think enough space is saved to justify the cost. The regional meetings start next week.

The reference room will reopen about next Tuesday. Any of the Archives people been over this week? All repainted.

Mr. Haggerty has been helping the Mt. Sterling library rearrange its books and furniture. When the W.P.A. and N.Y.A. were disbanded the books were given to the State Library and left in the communities where those libraries had functioned. As nearly as I could make out, it was some of these books that Mr. Haggerty was helping the Mt. Sterling people to weed out.

Mrs. Reynolds reported that there are still 50 reserves for From Here to Eternity. No more reserves are being taken for this.

Miss Lundeen reported that she has recently visited the Quincy Home, the School for the Blind and the Mental Health Authority libraries. New library regulations were set up for the Quincy home. She has been insisting upon more weeding of the library at the School for the Blind.

Miss Dieckhaus said that the vacation schedule has been worked out and will be out the first of the week. You must take your vacation at the time scheduled and vacations must be taken in the year for which scheduled - we cannot pile ours up the way they are allowed to do in the federal service.

Mr. Reid said that we hope to get the film distribution service in operation by September 1st. Not all returns have been received on the questionnaires sent out to libraries, but apparently most libraries responding so far have indicated that they will want from 85 to 100 films a month. This film distribution program will be jointly sponsored by the U. of I. visual aid department and the State Library but all films distributed from Urbana. Individuals who do not have library service may borrow directly thru us just like books.

Miss Lively, who is substituting for Miss Morrison in the catalog department was introduced.

Mr. East is to speak at ^[May 10] Bradley Saturday night in connection with the dedication of the Hausser library of Lincolniana.

Mr. Sanders, the carpenter, and ex president of Local 46 of the Carpenters' Union has asked aid in working with the displaced persons sponsored by the Union who are learning English. Miss Rogers got the loyalty oath they are required to take, translated into several languages.

Forrest Snadding, one of the State Library Survey group has resigned as librarian at Des Moines and has returned to his native town in New Hampshire where he will be librarian. He had a stroke while the Survey was going on, which is why we say less of him than of the other two members of the Commission.

THE STATE LIBRARY WILL BE

CLOSED

FRIDAY

AND

SATURDAY THIS WEEK.

Margaret C. Norton

ILLINOIS STATE LIBRARY
STAFF MEETING
April 25, 1952

The second group of the Technical Services Division were in attendance at this meeting.

The State Fair will be held Aug. 8-17. The State Library will have the same space as last year.

In a letter received from Miss Eagan she asked to be remembered to all the staff. She is taking a University extension course on the History and Appreciation of Music and enjoying it very much. She enclosed a newspaper clipping giving the annual report of the Racine Public Library. "The Racine Information Center was Busy Because You Wanted" and then followed a dozen or so brief paragraphs telling how many requests were answered in the various fields of the library's work. At the head was a picture of Racine with the library circled. The whole occupied about a quarter of a page of newspaper. Miss Rogers commented that this was the kind of report she liked because people would read it.

Illnesses or accidents causing people to leave during the day must be reported to Miss Rogers' office immediately, either by the victim or by the unit head. Miss Dieckhaus has in turn to report these to the Front Office.

Miss Rogers called attention to the A.L.A. booklist entitled "What is the American Heritage?" We have all the books listed and these books, also illustrative exhibits, can be loaned to other libraries.

The University of Chicago Library School will sponsor a conference Aug. 11-15 on "The Communication of Specialized Information." This will deal chiefly with government documents. A copy of the announcement is to be posted on the staff bulletin board in the Centennial Building."

She also showed a new reading list "Reading for Democracy" issued by the National Conference of Christians and Jews.

She also called attention of the staff to a pamphlet issued by Remington Rand "The Cost of Burned Records" which she wishes every member of the staff to read. This will be posted on our staff bulletin board on the second floor of the Archives Building. If you remove it to read, please leave a slip on my desk. Also posted there is a statement about the effect of atomic bombs on records. This last will surprise you!

An announcement of the new Agnew School for Municipal Management at Boston was shown so that we would know there is such a place in case anyone asks where municipal managers are able to learn their trade.

Two pamphlets issued by the Carnegie library of Homestead, Pa., entitled "Effective Leadership" and "The Library Can Help You", were also passed around.

Three long playing albums of American Indian Music have recently been added to the collection of Recordings.

A letter from Constant Rinehart, chairman of the A.L.A. Cataloging section inviting A.L.A. members to join that section, was read.

A new pamphlet on adult education: "Self Realization through Adult Education", describing the adult education program of the city of Los Angeles was also passed around.

All staff members are to read the A.L.A. Bulletin for April 1952 which explains the new A.L.A. program for promoting the encouraging of registration and voting by public libraries. See p.108. In 1948 only 52% of the adult in this country voted in the presidential election.

A new "Manual for Student Library Assistants" by Mises Wicks and Goessling has just been issued. High school librarians are meeting at East St. Louis this week.

The Springfield Chapter of the Civil Service Assembly holds a dinner meeting week after next, May 6, at the Springfield Guild Theater. Mr. Browne of the U. of I. will speak on "Staff Morale." Notify either Miss Rogers or Miss Dieckhaus if you wish to attend.

Next Tuesday the Springfield Chapter of the American Society for Public Administration will have a dinner meeting at Washington Park. Frank Campbell, head of the recently created division of reimbursements in Welfare, in charge of collecting hospitalization costs from financially able relative of patients in state mental institutions, will be the speaker.

Same Gore of the U. of I. has issued a corrected chart on Illinois State Government. One ~~was~~ ^{has} been placed under glass on one of the tables in the smaller Conference Room on the second floor of the Archives.

Staff comments were, among others, as follows:

Mrs. Ennis: Has received letters of appreciation from recent visitors.

Miss Kissinger said the Garfield School at Monmouth also sent its thanks. Requests for picture exhibits are still coming in. At the meeting on May 8 Mrs. White will demonstrate the new flenographs. I asked what they were and was told to wait for that talk. It is something used by summer Sunday School and Church School classes.

Miss Cook said Miss Daviess is getting along well after her second eye operation. She is now allowed to drive her car a little. She will need no more medication after this week and hopes to be back part time next week.

Mrs. Curran raised the question of who is to pay the expenses of interlibrary loans, some of which run into \$3 or \$4. After consideration and discussion it was decided that the patron must pay expenses one way and we will pay the rest of the cost. L.C. books have to be used here. This problem of getting interlibrary loans to benefit patrons who cannot come to the State Library or do not have access to a public library near their home to which we could send the L.C. books is to be discussed at the N.A.S.L. meeting in New York in July.

The question was then raised as to when we should borrow books and when we should order them for the State Library. Many of the books asked for may never be used again. Miss Rogers suggested that one day of the week, probably Monday, should be set aside for a discussion of this by the Reference staff and Mrs. Curran. One of the catalogers said she was surprised at the number of text books coming through for request loans. Miss Rogers said we are not supposed to buy text books. She said persons ordering books requested should check to find that the latest edition be ordered, even though the patron might ask for an earlier edition.

Miss Rogers again pointed out that it is the duty of all staff members to keep up with the latest books, and suggested that the newspaper sections on books is perhaps the simplest way. She pointed out that though the staff is really supposed to be on a 40 hour week basis, we actually work only 33½ hours, and that the difference is supposed to be made up by reading to keep up with their work.

Incidentally, does the Archives Staff realize that all new literature on archives is kept in one of the drawers of the Technical File in my office. I let it accumulate for three or four months before filing it, so that anyone interested in the latest things in our field can easily find it. Also the Archival Magazines are there. These (except Illinois Libraries) may be borrowed by the staff, though I don't like to have the American Archivist taken except for over night or the weekend. Please leave a slip on my desk if you take anything.

Mr. Reid said that he attended a meeting at Allerton Park yesterday of the Illinois Audio Visual Aids Association.

Miss Dieckhaus said she attended the regional meeting at Marian. About 60 were there, all of whom participated in the discussion. These regional library meetings sponsored by the State Library each spring are intended to let the trustees and librarians of small libraries within the various regions get together for informal discussions of library problems.

Mrs. Margaret Clark will not return to the Library. Miss Greer is taking her place in the recordings unit.

Mrs. Howard is in Chicago attending the State P.T.A. meeting. She took along a State Library exhibit.

Mrs. Langston gave statistics of the various attendance at regional meetings. Considerable discussion seems to be going on about Audio Visual phases of library work. Miss Bailey of

the Jacksonville Public Library said a library is a place for books and not for recordings and motion pictures. Miss Rogers disagrees. We shall give motion picture service also after Sept. 1. Asked about the effect of television on library circulation, several librarians reported that after about two months' ownership of a T-V set the family generally returns to the library to borrow books again.

Miss Murray says she has stepped up her service to the State penitentiaries, particularly since the rioting in other prisons. She works with the chaplain, the sociologist and the vocational guidance personnel at Menard and in the Security Hospital. She reports that a number of the prisoners are interested in courses in art.

Miss Murray said she attended the meeting last night of the League of Women Voters. They were discussing what questions should be asked of candidates. All the national candidates for resident have agreed to appear at the Cincinnati convention of the League and to appear on a radio program to be broadcast from there. They are trying to decide on the two most important questions about both home and foreign policy.

Mr. East reported that the Peoria recorder has deposited more microfilm copies of his records, a total of 37,000 feet of records covering 299,000 pages. So far as we know this is the first county doing a complete job of microfilming its records with its own equipment. The complete records have been filed with us for preservation in our film vault. The copies now coming in are for current records. Cook county has done considerable microfilming, but chiefly in the fields of tax and marriage records. A few southern Illinois counties also have copies of some of their records, but do not keep the copies down to date.

Mr. East also said that he has received a number of letters from French historians and institutions commenting on our reproduction of the census of the Icarians at Nauvoo.

Mr. Myers reported that the Mail Reference Unit is now only three days behind in its reference work. He attended the Marion regional meeting, and had been very much interested in the extra-curricular work done by Mrs. Parks, the librarian, on the restoration of a old house bought by a library patron.

Mr. Haggardy said he attended five regional meetings and is very enthusiastic over the project.

Mrs. Holt will return to work May 1.

Two new staff members will begin work June 1 - Thomas Parks in Public Services and Miss Agruss, in charge of the Recordings Unit. Both are graduates of the U. of I.

Miss Mc Caskey, one of our regional librarians, becomes librarian of the new Medora Public Library on Sept. 1.

The next staff meeting May 8.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
April 1952

Accessions. See Statistics.
Departmental Vaults

Records were taken to Departmental Vaults by the Secretary of State's Bookkeeping Department, by the Adjutant General, Superintendent of Public Instruction, Attorney General and State Treasurer.

The Attorney General reclaimed one bay temporarily assigned to the Operators' License Department. Bay 5 in 8 East has been assigned to the Operators' License Department and Bay 3 in the same vault is being equipped by the Adjutant General.

The Department of Registration and Education is transferring files purchased by its funds for its vault 9 East to the State Library.

Staff Work

Work on the census is progressing though this month's statistics do not reveal the quantity completed. 37 of the 51 counties in 1830 has been indexed, the names checked and the cards filed. All slips have been made. Cards have been filed for 8 counties and cards written but not checked for 10 more of the 88 counties in the 1840 federal census. Indexing has been completed for 10 counties and one more is in progress for the 1850 federal census. I am working on the 1830 and 1840 censuses and Mrs. McFadden on the 1850. Miss Scheffler's principal work this past month has been final filing of cards. Mrs. Robeson and Miss Winterbauer are assisting in filing out blanks and preliminary filing.

Mr. Cassady is now spending most of his time in the vaults. He has started work of inventorying the Insurance Department records, taking over the detailed index started some years ago by Mr. Wetherbee. He is still spending 2½ hours a day at the desk, leaving about 3½ hours a day for this vault work. Mr. Rountree has been assisting him in the preliminary sorting but is to spend most of his time at the Corporation filing as usual. The Insurance records comprise some 2000 volumes of reports each about atlas size. There has been no systematic system of binding which means that getting complete control will be a fairly complicated process. These records are the ones most in need of inventory work.

We hope it may be possible to get back to the Adjutant General's records started last summer by Miss Basler. It would be nice if there were some way of getting her for another summer. Mrs. Robeson has done a little of that work but we have to use her for too many other things.

Reference letters are still referred to Mr. Cassady but Mr. East is assisting in the looking up of material. I think

it is working out so that Mr. Cassady does most of the census reference and Mr. East the military. Mr. East likes reference work and I think eventually will take it over, since the field work does not seem to be developing. He is of course continuing his research on county government.

Mr. Rountree has finished filing the letter "M" of Corporation Reports for 1948 and 1949, and has filed the letters A and B of the "not for profit" corporations.

All staff members have done numerous miscellaneous jobs which they have reported on in detail, but it seems that the above summary of progress on our major projects will suffice at this time.

State Records Commission.

The State Records Commission held meetings April 2 and 23.

Archives Building.

2 benches in the second floor lobby were reupholstered in red plastic.

The Staff Rooms on the second and third floors at the East end of the building have been repainted (2 shades of green) and refurnished with plastic topped tables and officers' chairs in white and yellow. The old wicker davenport is to be repainted and to have new yellow slip covers. The second floor room is to have yellow cafe curtains. A chromium davenport with green plastic upholstery has been placed on the third floor.

The Archives Staff Room, formerly the storeroom off the large Conference Room has been repainted in a light gray, and furnished with the maple furniture which was formerly at the east end. The big arm chair has been reupholstered and the davenport is to be slip-covered. Two green pottery lamps have been purchased for the two tables. A louvered door provides privacy and air.

A new look has been put on the door to the studio.

The Civil Service classes which used the Conference Room during the autumn and winter months were concluded the week beginning April 14.

60 new filing cabinets were installed on level 7.

Staff News.

Mr. East spoke twice on Lincoln, before the Cosmopolitan Club here, and at the Morgan County Historical Society at Jacksonville, as shown by his report.

Mr. LaHart's mother had a major operation and Mr. Bish lost an uncle during the month.

The office was closed on Good Friday and the Saturday following.

Respectfully submitted

Archivist

Report of Ernest E. East for April, 1952

The State Archival Assistant continued preparation of a bibliography of Illinois law relating to county government.

He received and acknowledged letters from officers of three French institutions with reference to article on The Icarian Community which ran in Illinois Libraries. One correspondent furnished many useful corrections or suggestions in the spelling of French persons and places.

of names

He did research on inquiries received by mail, summarized as follows:

- Civil war 17 names
- Spanish American War 1
- Census 10
- Historical 6

He spoke at a luncheon meeting of the Cosmopolitan club of Springfield on April 24. Subject: "The Humorous Side of Abraham Lincoln."

He was the speaker at the annual meeting of the Morgan County Historical Society at Jacksonville on April 26. Subject: "The Clownish Lincoln."

ARCHIVES ACCESSIONS
April 1952

	<u>Documents</u>	<u>Volumes</u>	<u>Microfilm Reels</u>
Legislative Council	3		
Agricultural Dept.			
Agricultural Statistics, 1948		102	
Secretary of State			
Executive Dept.			
Abandonment Reports, Trade			
Marks	500		
Peoria County Recorder			3
	503	102	3

ARCHIVES REFERENCE April 1952

State Business:	
Secretary of State	
Corporation Dept.	
Annual reports	107
Index cards	41
Correspondence	2
Executive Dept.	
Certificate of Qualification	2
Notary Bonds	6
Trade Marks	9
Index Dept.	
County Official's Bond	1
Elections	40
Enrolled Laws	15
Deeds to State Property	2
Securities Dept.	
Closed cases	3
General Assembly	21
Insurance Dept.	
Annual Reports	4
Registration and Education Dept.	
Real Estate Brokers	5
Public Works and Buildings, Div. of	
Waterways	2
Canal maps	7
Field books	1
	<hr/>
Archival Technique	268
In Person	
By Mail	
	<hr/>
Genealogy	5
In Person	
Census	
Federal 1840	6
Federal 1850	6
State 1845	1
State 1855	3
Black Hawk War Records	2
Civil War Records	19
Spanish American War Records	4
County Histories	3
Blue Book	2
Name Index (Phone Calls Only)	30
Miscellaneous	1
By Mail	
Family History	31
Civil War	23
Spanish American War	5
	<hr/>
History	136
In Person	
General Assembly Records	
Sangamon Co. Election Records	21
Miscellaneous	1
By Mail	
	<hr/>
	6
	<hr/>
	- 29
Total	438

ARCHIVES CATALOG
April 1952

Name Index

Cross References 175

Clark County Federal Census,
1850 840
1015

VAULT ADMISSIONS
April 1952

Adjutant General	13
Div. of Architecture & Engineering	1
Attorney General	3
Auditor of Public Accounts	35
Civil Service Commission	5
Dept. of Insurance	3
Illinois Liquor Control Com.	1
Dept. of Mines & Minerals	1
" " Public Welfare	2
Supt. of Public Instruction	1
Dept. of Registration & Education	36
Secretary of State:	
Corporation Dept.	3
Executive "	32
Supreme Court	1
Teachers' Retirement	17
State Treasurer	27
Div. of Waterways	<u>1</u>
Total	<u>182</u>

PHOTOGRAPHIC LABORATORY

April 1952

Photostats

	<u>Negatives</u>
State Library	13
Archives	29
Corporation Dept.	<u>2</u>
	44

Photographs	<u>Negatives</u>	<u>8x10 Prints</u>
State Library	17	51
Blue Book	8	8
S.S. Publicity	<u>25</u>	<u>12</u>
		71

ILLINOIS STATE LIBRARY
STAFF MEETING
May 9, 1952

The Star Spangled Banner Association of Baltimore has sent literature on Flag week (June 8-14) which is posted on the bulletin board in the Centennial Building. Miss Rogers wants appropriate exhibits.

Ballots for the A.L.A. Division officers have arrived. Biographical sketches of candidates are also posted on that bulletin board.

The appropriation for the Library of Congress for 1953 has been cut over \$86,000 from last year's budget. The reduction is chiefly for the card catalog division which will mean higher costs to libraries using L.C. cards. Miss Rogers does not know what this increase will amount to.

Miss Rogers showed a First Aid Information wheel which shows exactly what to do for all accidents, etc. This is published by W.J. Whittick, 2541 Edgewood Place, La Crosse, Wisconsin. These can be secured for \$.50 each if purchased in quantities of 25 or more. If anyone is interested in having a copy, please order thru Mrs. Mc Mullen.

The Embossograph was used for the first time for the current exhibit on the first floor of the Centennial Building. Signs will be made for all stacks on that.

National Picnic Week comes in July. Miss Rogers suggested an exhibit on that (library - not archives)

Sept. 7-13 is Products for Freedom Week and the next week is Freedom Week. Miss Kissinger, Mrs. Ennis, Mr. Myers and Mrs. Deichman were named a committee to make an exhibit for that.

On the committee for exhibits during I.L.A. in Springfield, Miss Rogers named the following Committee: Curran, Reed, Langsdon and one other whose name I have forgotten. This committee is to plan for coordinated exhibits for that week. One exhibit Miss Rogers wants is of the chart of organization and the various leaflets, etc. issued by the library.

For the Flag Week exhibit June 8-14 she named Mr. Mc Adam, Mrs. Holt and the other men on the staff.

Mr. Pierce reported that 7000 books were shipped out last month.

Mr. East reported a "find" on the Black Hawk War in the Adjutant General's records, including a letter from a man who claimed to have defeated Lincoln in two wrestling matches and a foot race. This will be published, with an article by Mr. East, in the October number of Illinois Libraries.

Mr. Reid reported having attended several of the regional meetings and of having been impressed by the fact that no two programs were alike, also by the number of librarians who made as many as four meetings. There were 40 trustees at the Peru meeting.

Mrs. Curran and Mrs. Mc Mullen reported on the Library Binding

Institute held in Chicago this week. In the morning session the binding problems of librarians were discussed, and in the afternoon session some were replied to by binders; others were held over for their own closed session being held today. Among the suggestions were: It costs \$6.60 to process a book. Perhaps binders of children's books could put in pockets, slips and include L.C. cards. Although the libraries would have to pay for this service, perhaps it would be cheaper if done in quantities. It was also suggested that librarians should standardize processes more, so that all libraries would agree to bind, say, the National Geographic in the same color and with the same labels, which would reduce costs somewhat as over against "custom" bindings. The Chicago Public Library allows \$125,000 per year for binding 100,000 volumes. They have their own binding manual and one department which does nothing but prepare books for going to the bindery and checking them back in. This library makes annual contracts with 6 Illinois binders, asking for bids, and sends books in batches of 600 to 1000 volumes. Wichita, Kansas said to send books to the binders at certain times of the year if you want prompt service. For instance, send in November and December rather than during the summer months when all the schools send their books to the binders. It never asks the binder to supply missing numbers. There was declared to be no appreciable saving through using Grade B binding because the only difference is in cheaper covers and the savings does not warrant the use of such inferior products.

The new A.L.A. Binding Manual was passed around and all unit heads are requested to read this.

The Bowling Green University (Ohio) librarian said binders coming to sell their services should know something about the bookkeeping procedures of libraries, should ascertain the names of the librarian before coming, and should refrain from "knocking" other binders.

The Georgia State College librarian said money is saving by binding periodicals to avoid the loss of single copies, hard to replace. If singles are kept that way, they are always placed in binders before being shelved. This brought on a discussion as to whether or not our periodicals should be bound. Miss Rogers said there is too much objection to the postal charges for bound volumes so we do not bind. Later on in the discussion Mrs. Ennis again fussed about removal of periodicals from shelves without charging also putting them back on the shelves carelessly.

The afternoon session of the Binders' Institute took up questions raised by librarians in the morning session. The binders insist that their prices have not gone up disproportionately. They suggest that librarians demand that publishers furnish better bindings, especially for children's books. Mr. Hertzberg from Monastery Hill binder said his firm is doing a great deal for leather tooling on household articles for Marshall Fields. They also have a service of cleaning and conditioning leather books in private libraries. They use neats-foot oil and do not think it necessary to add lanolin to that.

Mrs. Curran also asked that people should not ask staff members from other units to do work for them without first clearing with the section head involved. (Amen, sister - maybe we can keep Mr. Rountree for the archives!)

Miss Dieckhaus requested that any who have not yet turned in those

questionnaire cards which came with our last pay checks should do so this week.

Mr. Myers announced that the Mail Reference Unit is now up to date and hopes from now on to answer all letters received within 24 hours.

Mrs. Mc Mullen said she was impressed by what someone said at the Institute about the fact that children don't stay still long enough to become too engrossed in T-V and still read. Libraries frequently get calls for books as follow-ups on the T-V educational broadcasts, as for instance, a recent showing on a zoo lead to many calls for books on animals, etc.

Miss Daviess reported that the funeral for Miss Johnson's mother is to be held in Jacksonville at 3 P.M. today.

Miss Lundeen reported in some detail on the 21st Youth and Community Conference, sponsored by the Department of Public Welfare, the Big Brothers and some 68 co-sponsors and 50 community agencies.

She also attended the Mental Health luncheon held here recently. Awards were given to three State employees. Miss Rogers was mentioned as having contributed much to the program of the Mental Health Association. She interpolated some remarks about having acted as distributing center to libraries for their bulletins and having compiled lists. She is trying to get the Ford Foundation to furnish copies of the books recommended by the Mental Health Association for use in libraries and also to coordinate the work of the Illinois Adult Education Association and the Mental Health Group, particularly with respect to work with the aged.

Miss Lundeen went on to report that progress is being made in the library of the Schhol for the Blind with respect to weeding the collection, reclassification and preparing new quarters. She has also worked in the Public Welfare Office in Chicago with its reference collection.

She participated in the Career Day meeting at Newton and said only two attended the meeting on librarianship as a profession. The Women's Armed Services and the telephone company drew the greatest interest.

Mr. Blake said the new flower boxes for the tops of the catalog cases on the third floor will be put in place next Wednesday. Mrs. Ennis and Mrs. Howard are to keep them watered.

Mrs. Thorne is checking the Kardex again the shelves for the older periodicals and has gone through the letter G. If periodicals are shifted she wants to be notified. The committee on periodical discards consists of Mrs. Curran, Mr. Reid and Mrs. Thorne.

There was some discussion at this point on the number of copies of popular periodicals which the library should purchase. Some thought that one copy should not circulate but be held in reserve as replacement when the original copy wears out. The reference people objected that they really need two circulating copies for each of about a dozen "home" magazines. It was decided to list such periodicals and to consider purchasing three copies, perhaps binding one copy.

MissNichols said that Mrs. Orth is doing some mending and is putting some pamphlets in binders. Miss Schmitz is working on the career file and ordering more material.

It was announced that Miss Bailey and Miss Nichol are to attend the Special Libraries meeting May 25.

Mrs. Langsdon is pleased with this year's regional meetings. She said most programs were too full, however, and did not give enough time for discussion from the floor.

Mr. Baskett announced the birth of a new daughter and Miss Rogers said Mrs. Stevens has a new grandson.

Mrs. Howard took an exhibit to the Lutheran Teachers' meeting. Miss Herne and Mrs. White took an exhibit to the School Librarians' meeting. Mrs. Howard spoke on Book Aids for Changing Times at the Illinois Parents and Teachers' Conference in Chicago. She took some material for distribution, but they want more for next year. She is now busy with requests from vacation Bible schools and 4-H camps.

Mr. Haggarty said he has been visiting librarians in regions 4 and 5 and attending regional meetings.

Mrs. White gave an very interesting demonstration of the use of Flanographs for story telling, especially for Sunday Schools. Miss Ringerling, Miss Murray and Miss Lundeen were appointed a committee to think out applications for the State Library and to plan an exhibit for I.L.A. See display this week in Collections Dept.

This summer there will be a full staff, all vacancies being filled. The same clerical help will be here as last year, including for the Archives, Mrs. Mary Basler Dahlgren who was with us last year and who will resume the work she started on the Adjutant General's files. The same school librarians will be here again, except that Miss Warren is not returning.

Leaves of absence were reported as follows:
Mrs. Hanna to attend U. of I. summer school
Ruth Mills - to visit Mexico
Florence Nichol- to visit Europe

Next staff meetings May 20, June 10.

Margaret C. Norton,
Archivist

STAFF MEETING
May 28, 1952

The Tennessee State Library and Archives Building cornerstone was laid May 3. Miss Rogers and I were invited but did not receive the invitation in time to attend. We are informed that the building will be opened in October but that hardly seems possible if only the cornerstone has been placed.

Each fall the Civil Service Commission offers In-Service Training programs and will do so again this year. It is requesting persons wishing to take courses to indicate that this time what courses they would like. Miss Rogers has only one copy of the tentative list which will be posted on the staff bulletin board inside the stacks on the third floor of the Centennial Building. A minimum of 15 registrants will be required for the non-credit course. One new course being offered is entitled "Problems of the Aging." Last year Mr. Rountree complained that there were no courses giving graduate credit in his field. He and others interested should notify the Civil Service Commission of their interest and perhaps provision can be made for them. Mr. Cassady also indicated an interest in a course on Illinois history. Perhaps there are others on the staff who would be interested in taking a course, for or without credit. If so, here is your opportunity to express your desires.

A map made by Mr. Haggard showing where regional meetings were held and the towns represented at them. 921 persons registered from 222 libraries.

Mr. Monaghan, formerly of the Historical Library, has just come out with a new biography of Charles Ray, former editor of the Tribune.

The Embossograph Company has requested us to exhibit the uses to which we are putting their machine, at the A.L.A. meeting in New York. Attention is called to the attractive "Take One" sign on the third floor near Mrs. Ennis' desk.

If you have a preference for hospitality committees for the I.L.A. meeting here please indicate this to Miss Rogers or Miss Dieckhaus. We shall all be having to help, so you will get what you want if you speak up now. Just what these committees will be I do not know. We mentioned such things as exhibits, food, tours, hostesses, etc. We decided to serve coffee and doughnuts from 8 to 9:30 Friday and Saturdays mornings at the Library, in the 2d floor corridor of the Centennial Building. This being an inducement for I.L.A. members to visit the Library. Invitations to each of the 400 libraries will be mimeographed on the Lincoln stationery got out by the Zonta Club and I volunteered the services of the Archives staff in addressing the envelopes. We shall have plenty of time to get these out and I thought this was perhaps as easy as anything our staff could do. A committee was appointed to word this invitation also other publicity such as a sign for headquarters hotel (Leland) and a broadside to be inserted in the kit: Curran, East, Ennis, Mc Mullen, Myers.

There was a brief discussion on exhibits. It was decided to have one on our rare Bibles, a repetition of the exhibit "Send Out Service by the Shipping Dept.", and a sign at the hotel. What suggestions do the Archives staff members have for exhibits in the Archives Building? Also we spoke of the possibility of a souvenir like a pencil or something of the sort.

Mr. Parks who is to work in Public Services and Miss Agnuss who is to be in charge of the Music Box will report for duty on June 9.

Mrs. Arzinger reported on a new extension project at De Kalb. The De Kalb Public Library has donated the use of two rooms in its English basement for a deposit station for the State Library. This deposit station will keep a selection of 5000 or more books on hand which can be borrowed by small libraries of the region to supplement their book collections. They can still write into the State Library for collections, but many wish to select the books in person. The rooms will be open three days during the third week of each month and librarians (not patrons) can charge books at that time. Coal bags are charged out to them for carrying the books, and the driver for the bookmobile in that region will assist them in loading the books into their cars. Mrs. Arzinger will be on duty during the hours of opening. The rooms opened for the first time June 20. Ten librarians came the first day, taking usually 75 to 100 books apiece. 640 books in all were circulated. An article is being written about this for Illinois Libraries.

Mrs. Curran reported that \$17.00 was collected for Mr. Tinsley. The money was given him for use as he sees fit.

Miss Lundeen reported that she has received a request for aid in organizing the library at the new State hospital at Galesburg. Mr. Eberhardt of the Department of Public Welfare has started a newsletter to go to hospital librarians - i.e., those under the Department. An effort is to be made to recruit hospital librarians.

Miss Kissinger said she is putting up a new exhibit on Memorial and Flag Day.

Miss Dieckhaus urged all who are not members of the Illinois State Employees' Association to join and to pay the \$1.00 dues either to Miss Scheffler or to Miss Dieckhaus. This organization is fighting for improvements in our pension law and also to keep us from going into Social Security.

Those who will be away during pay periods and wish their checks sent to them while on vacation should leave an addressed (but not stamped) envelope with Miss Dieckhaus before leaving. Otherwise she will keep your checks in her file.

Blue Cross will be due July 10. Leave your money if you will be on vacation when it becomes due.

Mr. Myers said he hopes Miss Lundeen will bring all the institutional librarians here for indoctrination because those who have come have found it so profitable. Miss Rogers said two are coming

next week.

Mrs. Mc Mullen is taking orders for the First Aid Wheel I talked about in the last meeting report. A sample will be posted on the staff bulletin board and Mrs. Mc Mullen will collect the money from those who sign for it. The cost will depend on the number sold.

Mr. Reed attended the rest of the regional meetings.

I reported on the visit of Wayne Grover, Archivist of the United States.

I also reported on our new project to microfilm the Kaskaskia French records, which we are doing in cooperation with the Historical Survey of the University of Illinois, and at the invitation of the county officials. As you know, Miss Rogers and I visited Chester last Friday to make arrangements. Mrs. Pease, head of the Survey, Professor Balting who wrote her doctor's thesis on Kaskaskia and who is therefore very familiar with the records, Mr. East, the University photographer and I are going down soon to start the work. Mr. East and the photographer will probably be there several weeks, the rest of us only a day or so. As you know, the people of Randolph county are very well aware of the heritage they have in these records and have no intention of giving them up. However, the schools are anxious to have the documents available for use of their pupils, and wish copies. We will make copies available for school use and will also prepare an exhibit for the county fair to be held next month.

Mr. East was one of the four speakers at the dedication of the M.L.Houser Collection of Lincoln Books recently presented to the Bradley University Library. These books comprise 165 of the 170 titles of books known to have been read by Lincoln, including several of his own copies. You may remember that Mr. Houser permitted us to display these books here several years ago.

Mrs. Colbourn reported that the Collections Department is jammed with the usual summer influx of books. They have had many requests for collections for summer Bible schools. Mrs. Howard's flanaganographs are very popular. Miss Gillmore, a school librarian here for the summer months has begun work in that department.

Miss Byrne announced that she has a new staff member, Mr. Williams. The shifting of the fiction has passed the letter D.

Miss Cook announced that Miss Daviess has gone to Emporia, Kansas, for a college reunion.

Mr. Duschak of the Decatur Public Library will be at the public library today.

The next staff meeting will be held June 10. Those staff members who have not yet attended a staff meeting are requested to attend this. That will mean Mrs. Mc Fadden and perhaps one of the boys in the Lab.

Margaret C. Norton

STATE LIBRARY
ARCHIVES DEPT.
Report for May 1952

Accessions.

Aside from the routine accessions from the Index Department and the Department of Registration and Education, the most interesting was a collection of about 350 documents from the old Immigration Commission relating to the presentation of the Servius Tullius stone. This stone was presented to the State in 1936 by the Italian government and was imbedded in the Lincoln Tomb. Servius Tullius was a Roman slave who became an emperor, and this stone was taken from a building erected by him. These records were placed in the Miscellaneous File under Lincoln Tomb.

Departmental Vaults.

Records were transferred to their vault by the Teachers' Retirement Board.

Archives Building.

60 Art Metal 6-drawer cabinets were installed on the 7th level of the Archives Vault. These will be used for Registration and Education Department records.

The three restrooms - two for the Automobile Department and one for the Archives Department, have been refurbished. A new plastic covered couch has been installed on the third floor, a new table placed in each of the second and third floor rooms, the wicker davenport slip-covered in yellow, and white officers' chairs with yellow canvas placed in each room. The second floor window has yellow cafe style curtains. Both rooms were painted in two tones of green. The Archives staff rest room (the former storage room off the second floor Conference Room) has been equipped with maple furniture originally purchased for the second and third floor staff rooms. The davenport has new slip covers and the wing chair was reupholstered. Two green pottery lamps and a new picture were added, also a louvred door. The walls were painted a soft gray.

The bookbinder's paper cutter formerly in the Archives basement has been removed to the Shipping Room for use in connection with the new Embossograph machine.

Staff Work.

Mr. East is working with Mr. Cassady on reference work. Mr. Cassady does census search while on duty in the Reference Room, but most of the military service records work is now done by Mr. East. Mr. East's experience and liking for the work make him good at that. In connection with one search he found a bundle of letters to Adjutant General Elliott; written in 1882, in response to the latter's appeal for Black Hawk war reminiscences. One was from a William L. Wilson of Rushville, who claimed to have defeated Lincoln in three wrestling matches and a footrace. Mr. East is preparing a note for Illinois Libraries.

Mr. Cassady is working on the inventory, starting with the last accession from the Adjutant General comprising about 200 volumes and 1700 descriptive roll pamphlets. He reports: 'The descriptive roll pamphlets were by regiment (1-156) and company,

but several rolls were discovered for independent companies and approximately 2000 names were listed of Illinois volunteers in Missouri regiments. This I think is important as some of our lost service records may be herein contained. The volumes were mostly of administrative nature dealing with Civil War correspondence, Army General Orders, special reports, Ordnance, Fiscal matters and Hospital and Prison reports. There were some post civil war records that contained information on claims, pensions, reunions and the Illinois National Guard.

"These pamphlets and volumes were checked and described volume by volume for our shelf list inventory and I believe now we have initial control of all Adjutant General's records."

Next Mr. Cassady resumed the work on the Insurance Department records begun by Mr. Wetherbee. Annual insurance reports were not kept in alphabetical order by the Department but bound, year by year, according to classification, in tall thin volumes. Finding anything in them has been difficult because present day classification does not always indicate the classification in which to look for earlier reports. Mr. Cassady's comments are as follows:

"The Insurance records are a greater project but when this work is completed we will have a finished work and control of the entire series. Mr. Wetherbee had started work on the Insurance records and had described some 1000 volumes of reports on life companies of Illinois, Other States and Foreign incorporations. I checked these volumes to be sure that I could follow his plan and if so to do it consistently, and also made a hurried preliminary arrangement of the entire series for our shelf list inventory. I held a group meeting with the staff to describe our insurance holdings.

"I am now working on the annual reports submitted by Fire Insurance companies and the procedure is to take each volume and list each company report by type and year, label the volume so that later we can locate each report by company name. The reports started sparsely about 1868 and I am now working about 1896. I have labelled and described 141 volumes and most of the fire volumes are arranged."

A cross index by company and classification with volume number for each report will be kept on cards.

My own work continues to be the census indexing. The more I do the more seems to loom up to be done, and I have ceased trying to estimate the length of time it will take me to complete the index of the 1830 and 1840 censuses. So much of the film for both is illegible that checking from one to another is necessary, otherwise I would simply finish 1830 and let 1840 go for the time being. However, thousands of cards are still awaiting final checking and progress is being made. Mrs. McFadden is the only one working on the 1850 census indexing at present. She is working on Clark county, having done about 2500 cards during May.

Mr. Rountree reports that he is filing in the letter "N" of Corporation Reports.

Other members of the staff are continuing their miscellaneous duties. Miss Scheffler has been spending practically all her time filing index cards - some 16,500 having passed over her desk this last month.

Visitors.

Dr. Wayne Grover, Archivist of the United States spent a few hours here May 13.

Microfilm Project.

Miss Rogers and I visited Sparta and Chester to make preliminary arrangements for the microfilming of Randolph County records by the Illinois Historical Survey of the University of Illinois and the Illinois State Library. We called first upon Mr. Kenneth Bradley, Assistant Post Master at Sparta and a member of the County Board and then on Mr. Harold Hahn, the Circuit Clerk at Chester in whose office the records are housed. The University photographer is to do the work, Mr East to assist. Mrs. Pease, Miss Belting and I will accompany them to set up the project about June 10th.

Respectfully submitted,

Archivist

Report of Ernest E. East, State Archival Assistant, May, 1952

He examined a bundle of papers deposited by the Adjutant General's Office and found there letters written by fourteen Black Hawk War soldiers who wrote of their services at the invitation of Adjutant General Elliott in 1882. Among the soldiers was William L. Wilson of Rushville (his letter, unlike others was addressed to Attorney General James Mc^Qartney). Wilson asserted that he engaged in a wrestling match and also a footrace with Abraham Lincoln. Said he was the victor in each instance. Also in the collection letters from survivors of Black Hawk War soldiers, and from Mexican War veterans.

Research by the employee for the month is summarized as follows: Names

Civil War 27
Spanish American War 13
Family history 8
History (subjects) 7

Necessary letters were written in connection with the foregoing.

Three letters were written for additional information on William L. Wilson, this for a forthcoming article on the soldier and Lincoln.

When not otherwise engaged the employee continued preparation of a bibliography on Illinois law relating to county government.

He spoke at the First Annual Abraham Lincoln Conference sponsored by Bradley University, Peoria. The occasion marked formal dedication of the Lincolniana given to the University Library by the late M. L. Houser of Peoria. Other speakers were Drs. H. E. Pratt, Louis A. Warren and Clarence P. McGlelland.

ARCHIVES ACCESSIONS

May 1952

Secretary of State

Documents

Index Dept.

Deed Records (2 Cases)

11

Registration and Education Dept.

Applications

Registered Embalmers

Embalmer Qualifying

9354

29444

Immigration Commission

Servius Tullins Stone in

Lincoln Tomb

350

39139

ARCHIVES REFERENCE
May 1952

State Business

Secretary of State

Corporation Dept.

Annual reports 92

Index cards 45

Correspondence 2

Executive Dept.

Inter-state compact 1

Trade marks 6

Bonds, Official 2

Index Dept.

Election records 25

Enrolled laws 11

Deeds to State Property 9

Bookkeeping Dept.

Duplicate Payroll 1

Securities Dept.

Closed Cases 19

General Assembly

Registration and Education Dept.

Real Estate Salesman Licence 2

Division of Waterways

Canal records 8

225

Family History

In Person

Census records

1850 Federal 9

1860 State 2

1870 Federal Mortality 3

1880 Federal Mortality 1

1880 Federal Agricultural 1

Name Index (Phone calls only) 33

County Histories 6

Civil War Registers 33

Spanish American War Register 3

By Mail

Census 10

Civil War 21

Spanish American War 3

125

History

In Person

Miscellaneous 1

By Mail

12

13

Advisory Services

In Person

2

By Mail

9

Miscellaneous mail 6

17

Grand Total

380

ARCHIVES CATALOG

May 1952

Catalog**Geek county maps
Reference catalog**
$$\begin{array}{r} 9 \\ 2 \\ \hline 11 \end{array}$$
Name Index**Gross references****199****1830 Federal Census****Sangamon Co.****1902****Montgomery Co.****499****1840 Federal Census****Sangamon Co.****2292****Menard Co.****592****Montgomery Co.****719****1835 State****Morgan Co.****2287****8301**

VAULT ADMISSIONS
May 1952

Adjutant General	3
Department of Agriculture	3
Attorney General	7
Auditor of Public Accounts	37
Civil Service Commission	3
Illinois Commerce Commission	2
Department of Insurance	1
Illinois Liquor Control Commission	1
Dept. of Mines & Minerals	1
Division of Parks	1
Public Works & Bldgs.	1
Supt. of Public Instruction	1
Dept. of Registration & Education	38
Secretary of State:	
Corperation Department	7
Execoutive Department	32
Index Department	1
Securities Department	2
State Treasurer	23
Teachers' Retirement	32
Division of Waterways	2
	<u>198</u>

PHOTOGRAPHIC LABORATORY

May 1952

Photostats

	Negatives	Positives
State Library	12	
Archives	19	
Documents in Archives for other		
State agencies		
Legislative Reference	13	
Adjutant General	1	
Dept. Public Works & Bldgs.	3	
Secretary of State		
Corporation recording	247	
Index Dept. for FBI	30	
Division of Waterways		
Enlargements of Microfilm	68	
	<u>393</u>	

Photographs

	Negatives	Prints			
		8x10	5x7	16x20	4x5
State Library	16	34	11		
Secretary of State					
Public Relations	2	64		2	
Automobile License Dept.	2				
For FBI					
	<u>20</u>	<u>98</u>	<u>11</u>	<u>2</u>	<u>5</u>

STAFF MEETING
June 10, 1952

Miss Rogers requests that each unit and section head anticipate mimeographing work. This summer we do not have to cut our own stencils but next fall we will have to do so. For the Archives to at means please everyone who uses forms let me know if we shall have to have more made up in the near future.

Several officers' chairs have been purchased and will be kept on the roof of the Archives Building in a cabinet being made for them. The cabinet will provide storage also for your sun glasses and sun lotion, but please do not leave food in it. The key will be in Miss Rogers' office and the roof may be used for State Library staff only during the lunch period and between 4 and 5 P.M. Miss Rogers requests that we shall not take anyone but State Library staff up there and that we shall not go around talking about this meeting place. Please return chairs to cabinet after you are through using them.

I.L.A. will be here October 2-4. State Library arrangements committees were announced:

Working for announcements, signs, etc.: Mrs. Curran, Mr. East, ~~MM~~ Mrs. Mc Hullen and Mrs. Myers.

Friday and Saturday coffee hours: Osterholtz, Bowles and

Exhibits: Kissinger, Norton, White. Among suggestions: Bibles; our sent out service; circulation methods (Bloomington) Hospitality (within State Library itself); Dieckhaus, Langston, Reid

Information: East, Myers, Santarelli

All members of the staff will be on some committee.

The current budget committee indicates that Illinois Documents, Periodicals and Region 5 are over their purchase allowances. Half of the current balance for the Archives has, by my suggestion, been added to that for Illinois Documents for the purchase of the new Chicago plat books, which we also expect to use.

A Kardex directory is being compiled for the Shipping Department which will tell where every type of second class mail coming to the Library is to be distributed to.

Columbia University will celebrate its 200th anniversary in 1944. The theme will be "Man's Right to Knowledge and the Free Use Thereof." Loan exhibits will be available on this subject.

The Committee on Membership of the State Employees' Association reports that only 65 of the 125 members of the State Library staff have joined or paid their dues. Miss Rogers joins Mr. Vicars in urging all employees to join this Association. This Association not only works to improve our pension system, but if it had not been for them we would have had to go into Social

Security with its low benefits for us, last year. Dues are only \$1.00 per Year, and as Miss Rogers says, "Every member of the State Library staff can afford that much for something that benefits themselves so greatly." Dues may be paid through Miss Scheffler and Miss Dieckhaus.

Attention was called to the explanation of the amendments to the State Constitution to be voted on in November. This pamphlet has been issued by the Secretary of State. One of these amendments proposes a State sales tax (as opposed to the occupational tax at present) up to 4% on all purchases and services including doctor and hospital bills, beauty parlors and barbers, etc. The other amendment takes off the double liability for bank stock holders. This folder will be posted on the bulletin board.

N.A.S.L. meets in New York June 30 to July 2. Each State Library is requested to report on its activities for the year. Miss Rogers mentioned some and asked for suggestions for other things to be reported on:

Recordings - adult, children's and experimental collections

The Illinois Prairie District Library now has its own librarian, the outgrowth of our Extension Services

Concentration of extension effort in the East St. Louis district this year.

Library services to State institutions.

Our "compact shelving" (basement of Archives Building)

Flanagraphics

Film service

State Records Commission reorganized and given more power

State Library EXHIBIT Survey completed and report published

State Library redecorated throughout.

The Embossograph

Kardex for periodicals completed

A full staff for the first time for years (one Illinois library has ten vacancies. Miss Rogers is proud of having no vacancies because the Survey report said people didn't like to work here)

The perennial problem of absenteeism and tardiness was again brought to our attention. Both have been improved, but not enough. Stop trying to cover up for others. Report to your section head if you are late. Beginning June 1 a list of tardinesses is to be compiled. Those tardy too much will be called before the Council at the end of the month. Persons who have been absent beyond the amount allowed for vacations and illnesses will also be called in and warned and will be docked accordingly. Miss Rogers again threatens a time clock if we do not improve. Staff members called out of the office for emergencies or who leave the building except on archives business must also report that fact to me, otherwise if I discover that you are gone you will be reported same as for tardiness.

Beginning September 1 the schedule for everyone will be 8:30 to

4 and 9:30 to 5 alternately, with everyone taking corresponding lunch times, with no exceptions. We have had no trouble over here but in some departments of the Library exceptions have been made in certain cases and it has caused trouble.

Mr. Reid announced that our copy of Carolyn Sharer by St. Lorent is missing and should be returned as there is an urgent request for it.

Mr. Reid will be moderator for the N.A.S.L. panel discussion on Interlibrary Loans, acquisitions and exchanges. Among the speakers will be Mr. Glave of the Library of Congress and Mr. Tolman of N.Y. State Library.

Mrs. Langston announced that Miss Mc Claskey was present at the staff meeting for the last time as a member of the State Library staff. She is the new librarian of the Prairie District Library. Miss Mc Claskey spoke entertainingly on what she is doing in starting this public library.

Four college boys who worked here last year have returned to work in the stacks this summer.

Mrs. Howard said she is planning to have a library at Macomb teachers' college the 17th and 18th of this month. 15,000 books were put out from her department in May, and she is preparing 4,000 to be sent to East St. Louis. 1,500 books have been sent to the P.F.A. library in the city hall at Pawnee.

The rest of the meeting was taken up by a detailed report by Dorothy Bailey and Florence Nichol on their recent New York meeting of Special Librarians Association. This report was interesting but I will not attempt to rehash it, especially since it did not concern archives. Miss Nichols' description of the United Nations meeting she attended was perhaps the most interesting part, and you may like to ask her about it. Dorothy Bailey enjoyed the museum tour, especially the visit to the American Geographic Society and all she learned there about maps. New officers of S.L.A. include President: Miss Elizabeth Ferguson, of N.Y.; 1st V.P. Mrs. Beck of Chicago, 2d V.P. Lewis of N.Y. Times, Miss Fenner of Enoch Pratt Library as Treasurer; the secretary's name I didn't catch. The next meeting of S.L.A. will be held at Toronto.

The next meeting of the State Library staff will be held Sept. 9

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for June 1952

Accessions.

The Index Department of the Secretary of State's office deposited 3 documents relating to a piece of property purchased for Southern Illinois University; also the bound originals of the 1951 House and Senate Journals.

Departmental Vaults

Bay 12 E 4 was temporarily assigned by Mr. Vicars to Mr. Millhouse for work in connection with the antique automobile exhibit at the State Fair. One typist, Mr. Millhouse and Mr. Smith may work there, according to agreement, but no outsiders are to be taken to the vault and no conferences held there. The key was found in the State House yard the first week and turned in to me by the watchman. None of the three can "imagine" how it got lost.

The Adjutant General was the only agency to send records to a Departmental Vault.

Building Notes.

The lot back of the Archives Building has been cleared for a parking lot. New fluorescent lights have been installed in the Secretary's Room on the second floor.

The Conference Room is being used for a classroom by the Civil Service Commission on Tuesdays and Thursdays 12 to 1:30, and same days, 4 to 6. The room was also used one day by the State Library picnic committee.

A new U.S. flag, replacing the old one, has been placed in the Exhibit Room on the first floor.

Visitors.

The Springfield Zonta Club held its installation of officers at a dinner meeting on the roof of the Archives Building on June 11. A tour of the building followed.

The secretary of the University of Illinois YMCA brought a group of about 30 foreign students for a tour of the building, 13 countries from all the continents were represented.

Dr. Piersol, formerly statistician for the Department of Public Safety and recently returned from four and a half years with the occupation forces in Japan, called one day last week. As he was in charge of the statistical agency for the Public Safety Department, including Kojima Island P.O.W. camp, he had many interesting comments to make.

Staff Work.

Mary Basler Dahlgren (Mrs. George) began summer work in the Archives on June 16. Her hours are 8:30 to 5 Mondays through Saturdays. She is continuing the work of unfolding, cleaning and refilling the civil war materials, a job started last summer. She is now working on the 29th regiment. She

stopped with the twelfth last summer and Mrs. Robeson did a couple more after she left.

I have divided my time between the census indexing and preparing an archival exhibit for the Randolph County Fair to be held at Sparta July 7-11.

The following censuses were completed during the month: Morgan county 1835 and 1840; Tazewell county 1830 and 1840. Work was done on other counties also.

A list of documents sent is appended. In brief, these comprised sepia photographs of the first and signature pages of the Constitution of 1818 and the cover of the Register, a photograph of the Kaskaskia capital, and photostats of 16 Cahokia documents of Kaskaskia interest. Each of the French documents was reproduced in full, with a translation and a brief "stay". Mr. McAdams is to be in charge of the exhibit which will also include an exposition of other State Library services. I instructed him to leave the archival exhibit with Mr. Bradley to use in the schools or as he sees fit.

Mr. Cassidy is doing reference work while on desk duty, chiefly the search in the census records. Mr. East has taken over most of the reference work involving search in war service records and family history. He did one rather long search for Don Chamberlin- trying to locate portraits of early Illinois State officials.

Mr. Cassidy is concentrating on indexing the annual reports of insurance companies - i.e., to list the names of the companies and dates covered, for each volume - a continuation of work started by Mr. Weatherbee. He is now working on volume 182 in the fire group. Miss Winterbauer types his lists, then makes an index card for each company. This project will take at least all summer and will give us control over the most difficult group of records in the archives. Two years ago we did some major shifting in the archives vaults and, sighing with relief, said, "There, that will take care of expansion for another two years." The two years passed appallingly fast, and now we have to do more shifting, though this will not involve shifting equipment. We hope all shifting and shelf list checking will be finished by the end of 1951.

Mr. Rountree finished the letter "P" in the "for profit" corporations and has filed all the "numbers" through the letter "S".

Mrs. McFadden has been working about half time on filing the corporation index cards and half time on the 1850 census index. She reports that all but the letters U-Z are now filed and she hopes to finish that next month. She also types the "tens" folders for Mr. Rountree and Mr. Cassidy files them in for him.

Mrs. Robeson has started filing the "not for profit" reports of corporations. These are brought up to her one drawer at a time. As worn out folders have to be replaced and new folders added there is much work to be done besides the actual filing. We find this arrangement more practical than we had expected. There are a number of reasons why it seems best for her to work at her own desk. She has only worked at this a few days, so is still on the letter "A". She is also filing census cards and unfolding and stapling reports. We hope this year that we shall at long last catch up on this corporation filing. Actually this is current work we are doing for the department, though we would be unwilling to have one of their file clerks working in our vaults even if they could send one. I believe the support of the Corporation Department is worth all this effort on our part.

Miss Scheffler is still trying to catch up on filing census cards. She handled 7000 cards and added 1389 cross reference cards and 80 guide cards. She says this is like the widow's curse - the more cards she files the more I put on her desk.

The above report of course does not list all the tasks undertaken by the staff - just reports progress on our major projects.

State Records Commission.

The State Records Commission held its regular meeting June 4, I presented to the commission the following statistics of our work since the commission was created, up to July 1, 1952:

7 departments (Auditor, Labor, Public Safety, Public Welfare, Public Works and Buildings, State Library and State Treasurer), presented applications on which the Commission authorized 245 categories for destruction (no repeats such as Mr. Lingle's semi-monthly applications), 14 categories destroyed on approval of microfilm, 12 applications postponed or rejected, 1 declared non-record material. Dr. Pratt's comment, "Destroyed $\frac{1}{2}$ ton, created in same time, 2 tons."

Photographic Laboratory.

The Laboratory is microfilming some of the large examination record books belonging to the Department of Registration and Education. These cannot be done on their rotary type camera. They are furnishing the film.

Recent Reference Requests.

Some of the requests for advisory service may be of passing interest. New Jersey State Library wanted the square feet of space for each type of work done in the Archives Building. A New Haven microfilming company asked for all Illinois laws governing the use of microfilms. The Champaign county recorder inquired about depositing his insurance microfilm with us (I replied PDQ but no answer from him yet - probably has to go before board, maybe hasn't started yet). Father Zorn of Woodstock College asked for a copy of my old article on records vaults. The Geographic Division of the U.S. Department of the

Interior asked for a citation proving the name "State of Illinois" is official (cited U.S. Enabling Act that stated the State might be organized and could choose its own name, and the successive statements that the name is Illinois, to be found in the Preambles to the successive State Constitutions).

Respectfully submitted,

Archivist

Report of Ernest E. East, State Archival Assistant

He prepared for publication in a forthcoming issue of Illinois Libraries an article on letters written by Black Hawk War soldiers, underscoring a letter from William L. Wilson of Rushville who wrote that he bested Abraham Lincoln in a wrestling match and also in a footrace.

Conducted research on letters of inquiry. Included were:

Civil War, 13 names
Spanish American War 4
Family history 8

At the request of Don Chamberlain of the office of the Secretary of State, by letter to Miss Norton, search was made for pictures of elective officers of Illinois which were not in possession of the Secretary. The Archival Assistant found twenty-five of the number which were pictured in county histories or Blue Books or earlier official publications which preceded the Blue Books.

The employee continued work on a bibliography of Illinois law relating to county government.

Ernest E. East

(The Archival Assistant contributed a 7,000-word article, "The Distillers' and Cattle Feeders' Trust, 1887-1895," published in the Summer edition, Journal, Illinois State Historical Society).

June 25, 1952

Photographs of Documents for Display at the Randolph County Fair
Sparta, July 7-11, 1952

State Archives

1. First and signature pages of first State Constitution of Illinois, 1818 (Sepia photograph)
2. First Capitol at Kaskaskia

Cholia records Kaskaskia interest:

1. Register of the French Notaries, 1737-68
 - a. Cover (Sepia photograph)
 - b. Pages 36 - 39
 1. Will of Jean Baptiste Lalemand, 1743
 2. Marriage contract: Antoine Cheneau called Sans Chagrin - Dorotea, widow of Pierre Hall, 1743
 3. Donation: Louis Thomas to Pierre Damour de Louviere, Sieur de Chofur
 - c. Pages 47-55
 1. Will of Daniel Legras, 1748
 2. Will of Jean Baptiste Monbrun, Sieur de Saint-Laurent, 1747.
 3. Marriage contract: Buchet - Marie Louise Michel Dufrene, 1748.
 4. Will of Louis Triquet, 1746.
 5. Donation: Jean and Martha Olivier to Mr. and Mrs. Nicholas Boyer, 1749.
 - d. Pages 140-143
 1. Donation: Pierre Laclede Liguist to Madame Choutaud, 1768.
2. Deed: Chancellier to Verloine, 1755
3. A French Share-Cropper: Contract between Jean Baptiste Hubert called Lacroix and Gabriel Constant, 1778
4. What the Average Frenchman Had: Inventory estate of Jhon Conn, 1780

5. Marriage contract: Jean Baptiste Choiser - Marie Anne Labuxiere, 1781
6. Inventory of estate of Joseph Chauvin Chapleville and Genevieve Rivard his wife, 1782
7. Regulations for the Common Fences, Cahokia, 1785
8. The Indian Problem: Court Decree, 1787

Signs

THESE ARE ARCHIVES

Reproduction of French Records
from old Cahokia

Preserved for Illinois Residents
at the State Library

Originals owned by St. Clair County

Signs

KASKASKIA RECORDS

Belonging to Randolph County
are now being micro-filmed
by the State Library
Reproductions may be made

ARCHIVES ACCESSIONS
June 1952

Secretary of State

Index Department

House Journal 1951

Senate Journal 1951

Deed and abstract to State
property (1 case)

Documents

Volumes

27

27

3

54

ARCHIVES REFERENCE
June 1952

State Business

Secretary of State

Corporation Dept.

Annual reports 110

Index cards 53

Executive Dept.

Internal Improvements 2

Trade Marks 3

Index Dept.

Enrolled Laws 11

Deeds to State property 3

Elections 31

Securities Dept.

6

General Assembly

30

Registration & Education Dept.

Real estate salesman 3

Waterways Div.

Canal land record 1

253

Advisory Services

In person 2

By mail 9

11

Family History

In person

Black Hawk war 1

Civil war 25

Name index (Phones only) 31

1850 census 11

By mail

Census 8

Civil war 11

Spanish American war 2

89

Historical

In person 5

By mail 3

8

Grand Total

361

ARCHIVES CATALOG
June 1952

Catalog

0

Name Index

1830 federal census	
Tazewell Co.	769
1840 federal census	
Morgan Co.	1675
1835 state census	
Morgan Co.	2287
Cross references	1389
1850 federal	
Clark Co.	1861
	<u>7981</u>

VAULT ADMISSIONS
June 1952

Adjutant General	4
Div. of Architecture & Engineering	2
Attorney General	5
Auditor of Public Accounts	25
Civil Service Commission	4
Illinois Commerce Commission	1
Department of Insurance	1
Division of Parks	5
Dept. of Public Works & Bldgs.	1
" " Public Welfare	1
" " Registration & Education	38
Secretary of State	
Corporation Department	1
Executive "	28
Shipping "	1
State Treasurer	25
Supreme Court	3
Teachers' Retirement	20
Division of Waterways	2
Total	<u>167</u>

PHOTOGRAPHIC LABORATORY
June 1952

Photostats

	<u>Negatives</u>
State Library	135
Archives	19
For Registration & Education	23
Waterways	7
Corporation Dept.	108
	<u>292</u>

Photographs

	<u>Negatives</u>	<u>16x20</u>	<u>Prints</u>	<u>8x10</u>	<u>2 1/2 x 3 1/4</u>
State Library					
Archives	1	2	1		
Public Relations			33		
Drivers' License					4
Blue Book	6		12		
	<u>7</u>	<u>2</u>	<u>46</u>		<u>4</u>

Microfilm

	<u>Frames</u>
State Library	
American Issue,	
v.30, 1923 - v.43,	
1936	4,389
Detroit Education News	420
	<u>4,809</u>

MEH
Amr.
Mr. F.
H.
STAFF MEETING - July 16, 1952

At the request of Miss Rogers I attended a meeting, with members of the Reference Departments, at which time Mr. Reid gave his report upon the Staff meeting held Tuesday, Sept. 16, 1952. I was directed to prepare a report for members of the Archives staff.

It was announced that the Civil Service Commission will conduct examinations for Library Assistant I and Library Assistant II on October 18, 1952. Members of the Staff, in these respective positions, who have not been certified, are required to take these examinations to hold their positions. Miss Rogers will notify them, others may take the exams if they so desire. Further information may be had from Miss Dieckhaus or Civil Service Commission.

Explicit directions were given for members of the staff who use State Library motor vehicles. Application for use for official business is made with Miss Sue Bowles. All cars are to be checked at the Uptown Garage for gas, oil, water, air in tires, etc. before taking off on any trip. A tackograph is used for each trip, with a graph for each day the car is in use.

Attention was directed to each member of the staff in regard to reading the Staff Manual. Each member is required to read each new sheet as it is issued. These sheets to be filed in the departmental manual, in that way keeping it up to date. The index is to be kept up to date, but Mr. Reid did not know who is directly responsible for that. Evidently the committee is in charge of the manual.

Copies of ILLINOIS LIBRARIES for November 1950 and January 1951 are needed. Any one having these issues and having no further need of them is asked to return them to Miss Reagan.

Nearly 1000 persons registered at the State Library exhibit at the Illinois State Fair. Many requests for material were received at the exhibit.

Lighting of the compact shelving, in the basement of the Archives building, has been completed. Any visitors, inquiring about these shelves and lighting facilities, during I.L.A. are to be shown the arrangement. Needless to report new lights are being installed in the Reference room of the Archives Building.

Major Allen is a new member of the State Library Staff, that is he is on our payroll, with headquarters in Chicago at the Newberry Library. Major Allen is working on the Illinois Imprints, which Mr. Mc Murtry left unfinished at his death. Miss Norton has worked upon this list and is assisting with the work now being done.

Mr. Reid has posted ^{on regular bulletin board - back room} a copy of news bulletins concerning the Illinois Library Association meeting to be held in Springfield, Oct. 2, 3 and 4 at the Leland Hotel. See these bulletins for information concerning new officers, meetings, program, etc.

Miss Eleanor Welch, Librarian of the Illinois State Normal University at Normal, Illinois is the newly elected president of the association. Miss Mildred Nickel, school library visitor of the State Department of

Public Instruction is the new vice-president and president elect.

Members of the Staff are to be allowed time to attend meetings. A typed report is to be filed with Miss Rogers. Arrange with the unit head for time to attend any meetings you wish. If it is the Saturday which is your free Saturday you are requested to be on duty or attending a meeting. No expenses can be allowed for those who are in Springfield. Only regional librarians and their staff members will be allowed expenses.

Various exhibits will be on display during the Illinois Library Association meeting. A special exhibit of technical processes from the Withers Library at Bloomington will be displayed in the Centennial building or at the Hotel, I am not certain which, but I believe at the Centennial building.

National Bible Week will be observed by an exhibit of Bibles and material related to bibles in the museum room of the Archives building.

Elizabeth Johnson, of the cataloging department, will leave the State Library, October 1, 1952 to become Librarian of the School for the Deaf, in Jacksonville, Illinois. Mrs. Ruth Hamilton Kane a former member of the Illinois State Library Staff will return and take Miss Johnson's place in the cataloging department, Sept. 16, 1952.

Miss Dieckhaus wishes each member of the Staff to give her a notation concerning:

1. Who should be called in case of an emergency
2. Name of Doctor to be called
3. The name of the hospital of your preference.

It is important that Miss Dieckhaus have this information, please send it to her promptly.

Please list the names of any State Libraries, other than Illinois which you have visited within the last ten years. Miss Rogers desires to make it possible for every member of the staff to visit at least one other State library some time in the future.

Miss Rogers, Miss Dieckhaus, Mr. Reid, Mrs. Langston, Miss Lundeen and Mrs. Curran gave reports upon the American Library Association meeting held in New York.

Copies of the Summary report of the American Library Association meeting are available in the library and should be consulted for information concerning speakers, reports, program, etc.

Mrs. Eleanor Roosevelt was speaker at one session. Her talk, "Books are basic for international understanding" was well received. A tape recording will be available, in the near future. Staff members will be given an opportunity to hear this talk as well as other recordings made at the meeting.

The August, 1952 Library Journal has an article on "Conference Round-Up" which gives a brief resume of people and things of the Conferences of ALA, SLA, Catholic Library Association and Pre-Conference workshops.

p.261

September 1952, ALA Bulletin has an informative article on the American Heritage project sponsored by ALA. Jack Spear, a former member of the staff of the Illinois State Historical Library has been appointed director of the project in Illinois. Miss Lucy Lomax, publicity director of the Lincoln Library, Springfield, Ill. has accepted the position of director for the state of Missouri.

Miss Rogers also attended the conference of the National Association of State Libraries held concurrently with ALA. Miss Rogers was elected Secretary-Treasurer and will attend their first board meeting some time soon, in St. Louis.

Miss Grace Sherwood, of Rhode Island State Library was elected president. Miss Sherwood was the very attractive person who visited our library last summer when we entertained distinguished guests from ALA Chicago meeting. Staff

It is Miss Sherwood's plan to arrange some method whereby members of State Libraries, that are institutional members, may become members of the association by paying a small fee of \$ 1.00 or so. This is to be discussed at their board meeting in St. Louis. We will hear more about it later.

Miss Rogers is to be a delegate to the meeting of the Adult Education conference to be held in Lansing, Michigan in October.

In commenting upon the meeting of the Public Relations Section of ALA Mr. Reid stated that librarians were encouraged to take an active interest in public affairs, to meet with groups other than librarians, to have membership in a church, and to circulate around to promote the services of your particular library. Talk about your library and sell its services to the community. Develop friendly public relations and advertise library services.

Robert Bingham Downs, Director of the University of Illinois Library School was installed as president of the American Library Association. First Vice-President and president elect is Miss Flora B. Lydington, librarian of Mount Holyoke College. Second vice-President: Lucile M. Morsch, Chief, General Reference and Bibliography Division, Library of Congress, Wash. D.C. since 1951. Treasurer: Raymond C. Lindquist, Librarian, Cuyahoga County Public Library, Cleveland, Ohio.

See ALA Bulletin: July-August 1952, p.217 for further information concerning officers.

The first issue of LIBRARY TRENDS was published in July, 1952. This quarterly publication is to present trends in libraries of various types. Each issue will deal with a special type, for example:

1. College and university library trends
2. Public Library trends
3. School Libraries
4. Government libraries
5. Trends in cataloging and technical processes.

Each issue to have been edited by a specialist in the particular field under discussion. Dr. Downs edited the first issue.

In commenting on the first issue Mr. Reid thought that colleges were neglected and that all articles, though of interest, approached the problem from the university angle rather than the college angle.

A new film "It's Your Library" will be shown in the near future. This movie was sponsored by the Encyclopædia Britannica and filmed at the Wilmett Library. The Wilmett Library is never mentioned. ~~and~~ The film presents all phases of library work and is valuable in recruiting librarians.

The next staff meeting will be held October 7, 1952

Respectfully submitted,

Emma M. Scheffler

Emma M. Scheffler

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for July 1952

Accessions. The only accessions for the month were two routine transfers of deed records from the Index Department.

Departmental Vaults. The State Library (Collections Department) and the Adjutant General made transfers to their vaults.

State Records Commission. The State Records Commission met July 2 and July 9.

Staff Work.

The first part of the month I was able to spend practically full time on the census indexing and wrote slips for Brown, Bureau, Calhoun, Carroll, Cass, Champaign, Christian, Clark, Clay, Clinton and Coles counties. I also did some for Adams and Cook counties. It takes a long time to get the cards checked, but if the preliminary slips can be written and alphabetized the index can be used for all but the partially legible and "sticker" names. I am afraid I shall not be able to achieve my goal of all slips written by the first of the year, for I still have 60 counties to go.

Mrs. McFadden did only a few cards for Clark county in the 1850 census, partly because she was away on vacation for two weeks and partly because she was doing other work. She reports that all corporation index cards are now filed.

Mr. Rountree is filing in the letter "S". When he completes the alphabet he still has the letters A-H to file of the last year sent. We hope to be up to date on this filing this year.

Mrs. Robeson is filing and typing census cards, but her major work now is filing the "not-for-profit" corporation reports. She has finished the letters A and B.

Mrs. Dahlgren is working on the 29th Regiment of miscellaneous civil war records.

Mr. Cassidy is continuing his project of indexing insurance records. He and Mr. East are dividing the mail reference work.

Field Work.

The Christian County Clerk having notified us of a hearing on the destruction of county records set for July 24, Mr. East and I visited the court house on July 16 to inspect the records in question. We found that these consisted of "county orders" which correspond to vouchers. All pertinent information as to payments has been entered in registers. The file, according to the HRS inventory, seems to date back to 1867. We told Mrs. Jones, the Deputy County Clerk with whom we talked, that the law prohibits the destruction of county records dated prior to 1870; that the Archives is not particularly interested in these 1867-70 records but will take them as required by law if the county board makes the request. Later we confirmed this statement by letter. We then called upon Mrs. Halberg, the Circuit Clerk, who had been appointed to the reviewing

board on the records. We received a most cordial reception in both offices, especially from Mrs. Halberg who remembered a speech I made to her group a number of years ago. In both offices we found unusual neatness and awareness of the importance of good order and cleanliness in the care of records.

July 23 Mr. East, Mr. LaHart and I visited Chester to set up our new Recordak and to make arrangements for our micro-filming project. We were met by two Recordak service men. Through the courtesy of Mr. McKee, head of the Illinois Power Co., we are running an extension cord from the bandstand lights in the yard, and so avoid overloading the court house circuits. Mr. Hahn, the Circuit Clerk-Recorder, Mr. Hamilton, County Clerk, Mr. Morrison, sheriff and other officials and an abstract man were most cordial. We found that the documents studied by Prof. Caldwell had been taken out of the boxes where we saw them, unfolded, put in folders and filed in a new filing cabinet. From my examination and from the HRS inventory they appear to belong to a series of "document files" containing early circuit court records. All records of the office appear to be in excellent order though Mr. Hahn himself does not seem to know what he has. Mr. Hamilton came to me and requested us also to microfilm the early records of his office, mentioning with enthusiastic interest the records of slaves and bond servants and the probate records, notably those relating to the Governor Bond and Pierre Menard estates. According to HRS inventories these probate records go back to 1775 and I do not think these have been previously exploited by historians. I had compiled an inventory from the incomplete HRS worksheets and most of these records we located. Mr. East and I worked out a priority for microfilming, deciding to start with the earlier court records in Mr. Hahn's office rather than with the French records so that Mr. LaHart would have all "bugs" out of the camera operation before working on the most valuable records.

We intend to take as many of the following records as we have time to do before August 16 when both Mr. East and Mr. LaHart go on vacation:
Circuit Clerk-Recorder

1. French records in portfolios. One volume appears to be missing, at least there is a "vol. II" but no "vol. I". Neither Mr. Hahn nor an abstract man with whom we talked could locate it nor remember it. The portfolio we found was not in the cabinet with the other French records. None of the French records were inventoried by HRS so we had no check there. The next week Mr. East located a canvas folder containing French deed records which were translated to form the first two volumes of deed records. This canvas container was listed in the HRS inventory but we could not find it the day I was down. Is this "volume I" or is "volume I" the French records they thought the University had not returned?

2. Circuit court records. Mr. Hahn thought this file contained other than circuit court records. It proved to contain records of the General Court of Illinois Territory 1812-14, definitely State not county records; also a "court record" 1801-1813 which I suspect are earlier records of that same General Court.

3. "Caldwell records". 4 drawers
4. Deed records. 20 volumes (- 1850). 1 volume is the missing 1825 census for the county.
5. Court files. The first 25 document files. The abstract man says these files are both early and very important and he hopes we will take as many as possible.

County Clerk's Office.

1. Miscellaneous record, 1807-- 6 vol.
Contains register of negro slaves, marks and brands, register of county officers, marriage license record, stray record, record of certificates of free negroes.
2. Certificates of freedom. 1841-62. 25 documents.
3. County Commissioners' court record, 1803--.
4. Probate court record, 1809-25.
5. Will record, 1826-50
6. Probate record, 1809-50.
7. Indentures of apprenticeship 1827-50.
8. Probate files 1776-1850.

Mr. East and Mr. LeHart returned to Chester on July 30, returning the night of August 1, and the films taken were developed on Saturday. They came out fine. 16 volumes of court records took 4 reels. That is a good record for two days' work.

Building Notes

New cabinets were built by the carpenter as follows:

- 1) Photographic laboratory, for supplies.
- 2) Building roof, cabinet for folding chairs.

The Civil Service Classes meeting in the Conference Room on Tuesdays and Thursdays at 12:30 and 4 P.M. were concluded July 24.

Holidays, etc.

The State Library closed from 12:00 to 2:30 on July 28 for the civic reception for Governor Stevenson on his return from nomination for President on the Democratic ticket.

The Library was closed Friday July 4 and Saturday 5.

Vacations.

The following staff members were on vacation during the month: Mr. Bish, Miss Winterbauer, Mrs. McFadden, Miss Scheffler.

Visitors.

A fourteen year old boy from Iowa was an enthusiastic visitor one afternoon. His hobby is Lincoln and he displayed an astonishing knowledge of his subject.

Mr. Gibson, State Librarian of Texas, visited the State Library on July 30 and 31. Mr. and Mrs. Gibson and the Council were guests of Miss Rogers for dinner at the Wagon Wheel and the pageant, "Forever This Land." Mr. Gibson spent the morning of July 31 at the Archives.

Exhibits.

The State Library had an exhibit at the Randolph County Fair

at Sparta July 7 - 11. Mr. McAdams was in charge of the exhibit. The Archives exhibited photostats of 16 documents of Kaskaskia interest, chiefly reproductions of Cahokia records. A list is appended.

Respectfully submitted,

Archivist

Report of Ernest E. East, Archival Assistant, for July, 1952

The assistant completed assembly and typing of material ~~of~~ relating to Conveyances, Recorder of Deeds, in Bibliography of Illinois law on county government.

Research was made and letters written in response to inquiries as follows: (names)

Civil War	18
Family history	17
Illinois histy	1

The assistant accompanied Miss Norton to Taylorville on July 16 on business connected with a Christian County petition for destruction of certain records.

on July 23
The assistant/accompanied Miss Norton and Photographer LaHart to Chester, Randolph County, for an examination of records to be microfilmed by the Library.

He with Mr. LaHart worked in the Randolph Courthouse on July 31. Court records for the period beginning 1801 were photographed by Mr. LaHart. The assistant prepared descriptive lettering for introduction to each volume, and recorded the number of pages in each volume. (The work was continued on August first).

Ernest E. East

ARCHIVES ACCESSIONS

July 1952

Secretary of State

Index Department

**Deeds to State property
(2 cases)**

11 documents

ARCHIVES REFERENCE
July 1952

State Business

Secretary of State

Corporation Dept.

Annual reports 66

Index cards 27

Executive Dept.

Executive Register 3

Trade Marks 7

Notary Public Bonds 2

Notary Public Commission 6

Index Dept.

Enrolled laws 12

Election records 29

Securities Dept.

General Assembly 2

Registration and Education Dept.

Embalmers 3

Funeral directors 2

Real estate brokers 2

Real estate salesman 1

Insurance Dept.

Annual reports 5

Charters 1

195

Historical

In Person

Lincoln records 2

General Assembly 22

Enrolled Laws 1

Executive register 2

Election returns 2

Correspondence 3

By Mail

4

36

Family History

In Person or by Phone

Civil War 30

Spanish American War 2

1840 census 7

(4 individuals, 7 counties)

1850 census 16

(12 individuals, 16 counties)

1860 census 15

(13 individuals, 15 counties)

Mortality schedules 1

County Histories 5

Blue Book 2

Name Index 39

By Mail

Civil War 20

Spanish American War 3

Census and Name Index 18

Revolutionary War 1

War of 1812 1

160

Consultations

In Person

2

By Mail

1

Grand Total

391

ARCHIVES CATALOG
July 1952

Catalog

Name Index

1840 Federal Census	
Calhoun Co.	320
Champaign Co.	271
Clay Co.	509
Christian Co.	286

1850 Federal Census	
Clark Co.	168

Cross references	339
	<u>1893</u>

VAULT ADMISSIONS
July 1952

Adjutant General	7
Attorney General	1
Auditor of Public Accounts	34
Civil Service Commission	10
Illinois Commerce Commission	3
Department of Insurance	2
Liquor Control Commission	1
Dept. of Mines & Minerals	3
Supt. of Public Instruction	1
Dept. of Registration and Education	32
Secretary of State	
Corporation Department	1
Executive	24
Teachers' Retirement	24
State Treasurer	23
Div. of Waterways	<u>1</u>
	168

PHOTOGRAPHIC LABORATORY
July 1952

Photostats

	<u>Negatives</u>
State Library	101
Archives	4
Corporation Dept.	<u>3</u>
	108

Photographs

	<u>Negatives</u>	<u>8x10 Prints</u>
Blue book	4	20
Public Relations		117
3 subjects	<u>4</u>	<u>137</u>

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for August 1952

Accessions.

There was only one accession this month - a deed record filed by the Index Department.

Departmental Vaults.

The following departments placed records in their vaults: Teachers' Retirement; Public Instruction; Auditor.

Staff Work.

Staff productivity was cut down by vacations of Mr. Fountree, Mr. Helm, Mrs. Roberson, Mr. East, Mr. LeHart and Mr. Cassady.

I divided my time between checking of the microfilm from Chester and indexing of 1840 census. Brown, Carroll, Clinton and Clark counties were checked and completed.

Mr. Cassady did all the mail reference work while Mr. East was away. Mr. Fountree did most of it the week both Mr. Cassady and Mr. East were gone. Mr. Cassady comments that we had one difficult request that took much time but we felt that it was justified in that it gave opportunity to study some of the civil war records. We were asked concerning a possible draft board or association set up in Quincy during the civil war. Nothing seemed to indicate going further, but still you couldn't seem to let the problem down. We found nothing in our records but an indication of a local lead in a county history.

Mr. Fountree is filing in the letter "S". His miscellaneous duties, including reference desk work took most of his time. He remarked in his report, "I must say, I have enjoyed the reference work given me. It was really a pleasure."

Mrs. McFadden made 2250 index cards, but was handicapped by the breakdown of one of the reading machines. She filed several drawers of corporation reports instead.

Mrs. Dahlgren, who completed her summer's work at the end of August, completed the unfolding, cleaning and filing of the miscellaneous civil war records through the 46th Infantry. There are several more summers of work ahead in that file.

Miss Scheffler prepared the archival exhibit for the State Fair and later reorganized it for the 1st floor exhibit in the Archives. She spent most of her time filing 10,885 cards in the Name Index and preparing suitable cross references.

Exhibits.

The State Fair exhibit carried out the centennial theme of the Fair. We showed photostats of the 1852 charter of Monmouth, Woodstock, Joliet, Thebes, LaSalle, Belvidere, Rockford, Bloomington and Little Fort (present Waukegan). Charters for the Winnebago County Agricultural Society and Mercy Hospital of Chicago, both dated 1852, were also shown. The 1852 Congressional reapportionment act was shown with comparative maps for the 1852 and 1952 districts. The enrolled

laws were photostated and mounted on red placards surrounding a large map of the State, with streamers extending from the photostats to the locations on the map. The same exhibit plus a few other 1852 items are now in the Archives Museum room on the first floor. We had official requests for copies of charters as a result of this exhibit from Belvidere, Harvard and Rock Island. The one from Belvidere came from the editor of one of the local newspapers who challenged the accuracy of our statement that the town of Belvidere was chartered in 1852. He said the county history states that the town was chartered in 1847 and that the people voted down the charter and there was no charter until the city charter in the 'eighties. We found that the Belvidere Cemetery Association was chartered in 1847 and a part of the town plot vacated but that the town was chartered by private act in 1852. The act provided for an election on the matter of accepting the charter, results to be filed with the county clerk but not required to be reported to the State. We thought this would provide a nice news story but so far as I know no clipping has come in. I never had an acknowledgement from the editor (nor for that matter, a "thank you" from the other two towns.) The Harvard Chamber of Commerce requested a copy of the charter of that town and the City Clerk of the charter for Rock Island.

Randolph County Microfilm Project.

Mr. East and Mr. LeHart spent two weeks in Chester micro-filming the earliest court records. I had them start with the court records so that any microfilming problems might be solved before they got to the most important French records. 22 volumes of the records of the Court of Common Pleas (1801--), County Court, Circuit Court and General Court of Illinois Territory, 5 volumes of French documents, and 1 volume of the State census of 1825 (State's copy missing), were copied onto 9 reels. So far I have checked 6 reels. The work was carefully done though there will be a number of retakes because of pages out of focus and running too close to the beginning and ending of the reels. I am glad Mr. LeHart was sent to do this work, for he has been most painstaking. There will be, as I anticipated, considerable editorial work to make a perfect copy of each volume. I am not too sure as yet of my dates for some volumes because of peculiarity of indicating dates. They will get in two weeks of work in September then have to vacate their workroom for the grand jury, then be back here for ILLA week. They should be able to return to complete the work October 5.

Champaign County microfilm.

Mr. John N. McIlwae, recorder of Champaign county, brought in 113 reels of microfilm, being security copies of all his records. He said the county has purchased a Recordak and intends to microfilm all its records and to deposit the films with us.

Mr. Kenneth Blood, former Field Visitor for Archives, transmitted a verbal request received from Mr. Harry C. Grell, recorder for Rock Island county, requesting advice, particularly with reference to costs, for a similar project for that county. I immediately wrote to Mr. Grell giving him some figures and suggesting that he get in touch with Mr. Harms of Peoria and Mr. McIlwae.

State Records Commission

The State Records Commission held one meeting, August 6.

State Fair Time.

The Library closed at 10 a.m. on Thursday, Governor's Day, and each member of the staff was given one-half a day in addition to attend the Fair.

Archives Catalog Rules.

We received another request from Australia for our catalog rules. This makes at least six that we have been asked to send to that country.

Visitors.

Mr. Finkle of the Legislative Reference Bureau brought in the head of the Legislative Council of the Philippines one day. He was very interesting and interested.

We had registrants from 44 Illinois towns and cities and 10 states. Only a fraction of our visitors register.

Respectfully submitted,

Archivist

Report of Ernest E. East, State Archival Assistant for August, 1952

On August first in company with Photographer La Hart he continued supervision of microfilming of early records in the court house at Chester, Randolph County.

He returned to Chester on August 4 in continuation of the project mentioned, working through August 7. A failure of a lamp in the camera caused suspension of operations. The camera was dismantled and all equipment returned to Springfield on August 8. Plans were to resume filming on September 2.

Copied were twenty-three volumes of court records containing in all about 8,000 pages. Period covered 1801 through Oct. 1851.
in 1825

Also a census of the inhabitants of Randolph County covering about two dozen pages.

Also six volumes of French language documents--Commercial Papers, Public Papers and Private Papers--reproduced on about 875 feet of film. These were previously collated by the Illinois Historical Survey, or the Historical Library, or both.

All records mentioned in the foregoing were in the office of the Circuit Clerk and recorder. Remaining to be filmed under tentative program are:

Commercial Papers 10 volumes

Public Papers 3 volumes

Private Papers 3

Translations of French records 2 volumes

Miscellaneous French documents (classified by Dr. Caldwell).

A small volume, Court of Oyer and Terminer, evidently a criminal branch of the Court of Quarter Sessions.

Part of a record in the French language in old canvas envelope.

Entries notarized by Carbonneaux, Francois, 1780 ff. One

"Proclamation" in the French language appears to have been signed by G. R. Clark. Another "Proclamation" by John Todd.

Deed Books through Book "Z."

Certain records of the county clerk

The Archival Assistant was on vacation Aug. 16-30.

ARCHIVES ACCESSIONS
August 1952

Secretary of State

Index Department

Deeds
(1 case)

2 documents

ARCHIVES REFERENCE

August 1952

State Business

In Person

Secretary of State

Corporation Dept.

Annual reports 47

Index cards 40

Executive Dept.

Notary Bonds 3

Trade Marks 9

Index Dept.

Deeds 7

Elections 21

Enrolled Laws 8

Governor

Correspondence 3

Registration and Education Dept.

Licenses 4

Real Estate Salesman 1

General Assembly

5

By Mail

Insurance Dept. 2

150

Family History

In Person

Adjutant General

Civil War records 33

Spanish American war records 5

County histories

2

Name Index

24

Census

1840 Federal 1

1845 State 1

1850 Federal 13

1855 State 3

1860 Federal 7

1865 State 1

By Mail

Family History 18

Civil War records 23

Spanish American War records 2

133

History

In Person

Constitution, 1818 1

Constitution, 1848 1

Governor, Correspondence 3

By Mail

10

15

Advisory Service

In Person

Disposal of records 2

By Mail

5

Grand Total

305

ARCHIVAL CATALOG

August 1952

Catalog

None

Name Index

Federal Census

1840

Brown Co.

693

Carroll Co.

174

Clark Co.

1119

Clinton Co.

630

1850

Clark Co.

2372

Cross References

276

5284

VAULT ADMISSIONS
August 1952

Adjutant General	7
Div. of Architecture & Engineering	10
Auditor of Public Accounts	21
Civil Service Commission	19
Illinois Commerce Commission	1
Liquor Control Commission	1
Supt. of Public Instruction	1
Dept. of Public Welfare	1
Dept. of Registration & Education	37
Secretary of State:	
Corporation Department	1
Executive Department	16
Securities Department	1
Teachers' Retirement	19
State Treasurer	16
Div. of Waterways	<u>1</u>
Total	152

ILLINOIS STATE LIBRARY
ARCHIVISTS DEPARTMENT
September 1952

Accessions:

The principal accession was security microfilm of all the records of the county recorder's office for Champaign county. Mr. John M. McIlveen, the recorder, stated that the county has purchased its microfilm camera and reader, and proposes to microfilm the records of all its county offices.

The Division of Highways, Department of Public Works and Buildings deposited its file of defense bond sales to employees records, upon recommendation of the State Records Commission.

Departmental Vaults.

Records were transferred to their Departmental Vaults by the Adjutant General and the Division of Live Stock Industry, Department of Agriculture.

Vacations.

Mr. Rountree was on vacation Aug. 30 - Sept. 6 and Miss Norton Sept. 6-20. Since the archivist cancelled a planned trip to return for the conference on the Illinois imprints project, mentioned below, she was promised an additional day's vacation. This will be taken at some future date.

Staff Work.

Most of the staff was engaged upon its regular routine work during this month. Mr. Rountree is filing in the letter "T" of corporation reports. Mrs. Robeson has finished the letter "E" in filing the "not for profit" reports.

The first week of the month the archivist checked Randolph county microfilm. After her return from vacation she completed the indexing of the 1840 federal census of Coles county. She plans to index the Hancock county census for 1840 for Illinois Libraries. This will be the only list of Mormons in Illinois published as yet, so far as she knows. Through Mr. Haggardy, who is a Mormon, we are getting contacts with the Mormon historical department and hope they will perhaps consider doing some microfilming in Illinois as they have done in other states. We have many other unused records of the Mormons at Nauvoo. I am under the impression that Mr. Haggardy has talked to you about this. We have had no correspondence with the historian but he is a personal friend of Mr. Haggardy who has informed him informally of our holdings.

Mr. Caseady, in the absence of Miss Norton and Mr. East, found little time for his indexing project on insurance records, but has now resumed work on that.

Miss Scheffler has been busy finishing the Bible exhibit and acting as chairman of the meals committee for I.L.A. She has not yet filed her report, but presumably spent the month on filing in the Name Index and planning the exhibits.

Mrs. McFadden completed the index to Clark county 1850 census.

Visitors.

Stanley Pargellis, librarian of Newberry Library, Major Allen and _____ of Chicago came down September 9 to discuss the proposed resumption of the compilation on Illinois imprints, with Miss Rogers and Dr. Pratt. I was invited to sit in on the conference because I had compiled the Illinois documents checklist. Major Allen has been taken on the State Library staff to work on this, his headquarters being the Newberry Library.

Mrs. Vera Cooper, librarian, and Dr. Ward Tippy, archivist, of DePaul University, Greencastle, Indiana, spent the afternoon of September 5 here. They had many questions to ask, and because they had organized their inquiries ahead of time, were able to accomplish a good deal here.

Randolph County Microfilms.

Mr. East and Mr. Lallart worked at Chester Sept. 10-13, Sept. 16-20, and Sept. 23-26. They have completed the volumes (but not the retakes) for the Circuit Clerk's office. Yet to be done in that office are deed records 1816-50 and the unbound circuit court case files (rich in historical source material) and the probate, slave and other records in the county clerk's office. According to H R S inventories the probate records go back to 1772 or thereabouts, and have not been exploited by historians. The county clerk does not know where the early records are, but Mr. East reports that he has seen old volumes in the basement storeroom. He proposes to don overalls and examine those records. The unbound records will go slowly because they have to be unfolded and the dust of ages blown off. We shall do the bound records first - i.e., finish the deed records in the Circuit Clerk's office, then move over to the County Clerk's office. The microfilms are being checked and cataloged and a full report on the project will be prepared for Illinois Libraries. Collating and editing the film for making copies for distribution to the U of I and other possible institutions will be quite a job. That might well be the contribution of the U of I to the project. I have not received a reply to this suggestion nor to my inquiry as to whether or not they have film duplication facilities at the University.

Mr. La Hart estimated that he got 12 pages of French records per foot of film, or about 17,800 pages for those records alone - far more than I had thought. As nearly as I can estimate from Mr. East's weekly lists, they have copied in addition, 39 volumes of Circuit Court records and 77 bundles of "Caldwell papers."

State Records Commission.

The State Records Commission held its regular monthly meeting on September 3. Applications 34, 45 and 47 were acted upon. Departments involved were the Departments of Labor, Public Welfare, Public Works and Buildings and the Civil Service Commission.

Building Notes.

Civil Service In-Service Training Classes resumed sessions in the Conference Room. As only one session was held in September (29) a report on these classes will be made in the October report.

A staff meeting was held September 16.

New lighting was installed in the Archives Reference Room. For the first time we have adequate light for our patrons, and we are particularly pleased at the special lighting for the Washington - Lafayette portraits. There would have to be a fly in the ointment - just a tiny gnat, however, The new lights drown out the reading machines, so some have to be turned off while they are in use. We can perhaps find another location for the machine now in the north end of the room, but Mrs. McFadden still needs the one near her desk if she is to continue indexing the 1850 federal census. Perhaps we can devise some light shield for these machines. We are not entering this as a complaint - we are too happy about the lights for that - but just as an aside, as it were.

Red safety stripes have been painted on the stairs near the tunnel in the basement.

A new sidewalk has been laid in front of the building and a sidewalk to connect with the parking lot is being constructed just to the east of the building.

Holidays.

The office was closed Labor Day, September 1, and the colored employees excused on Emancipation Day, September 22. However, only Mr. Bish took the day off.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS
September 1952

Secretary of State

Drawers	Documents	Reels	Micro- film
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Index Department
Deeds to State Land
2 cases

10

Dept. Public Works & Buildings
Div. of Highways
Defense Savings Bonds
Record, 1941-49

2

Champaign Co. recorder
Microfilms of records of his
office 537 vol.

113

2

10

113

ARCHIVES REFERENCE

September 1952

State Business

Secretary of State

Corporation Dept.

Annual reports 122

Index cards 74

Correspondence 1

Executive Dept.

Executive Register 1

Restorations to Citizenship 1

Notary Bonds 2

Trade Marks 13

Index Dept.

Certificate of qualification 1

Enrolled Laws 19

Elections 31

Deeds 1

General Assembly 11

Insurance Dept. 1

Registration and Education Dept. 2

280

Archival Technique

By Mail 1

In Person 2

3

Historical

In Person

I & M Canal records 1

Blue Book 3

County Histories 10

Name Index 43

By Mail 3

60

Genealogy

In Person

Civil war records 31

Spanish American war 2

1850 census 10

1860 census 10

By Mail

Family history 10

Civil war 11

Spanish American war 2

76

Grand Total

419

ARCHIVES CATALOG
September 1952

Name Index

Federal Census, 1840
Coles County

1252 cards

Federal Census, 1850
Christian County

886

2138

*Report from Miss Scheffler not at hand.

VAULT ADMISSIONS
September 1952

Adjutant General	2
Department of Agriculture	2
Div. of Architecture & Engineering	9
Auditor of Public Accounts	26
Civil Service Commission	8
Illinois Commerce Commission	4
Dept. of Insurance	1
Supt. of Public Instruction	2
Dept. of Public Works & Buildings	1
" " Registration & Education	41
Secretary of State	
Corporation Department	2
Executive Department	37
Supreme Court	1
Teacher's Retirement System	20
State Treasurer	14
Div. of Waterways	1
Total	<u>141</u>

PHOTOGRAPHIC LABORATORY
September 1952

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library	108	5
Archives	84	
Corporation Dept.	272	
	<u>464</u>	

Photographs

	<u>Negatives</u>	<u>Prints</u>				
	<u>8x10</u>	<u>30x40</u>	<u>46x60</u>	<u>11x16</u>	<u>12x20</u>	
State Library	169					
Archives				2	1	
Public Relations	368	2	1	2	1	
	<u>537</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	

Motion Pictures (16 mm.)

Library 800 ft.
 2 copies "Know
 your library"
 Library organization
 We discover the library
 How to study

*Includes some July and August statistics for which signatures had not been obtained when reports for those months were prepared.

ILLINOIS STATE LIBRARY
ARCHIVES DIVISION

Report for Biennium Ending September 30, 1952

The administration of government records involves two distinct functions: first, the creation of records, which is the responsibility of the departments in which they originate; and second, the conservation of permanent records which is the responsibility of the archives department. In the past records were mere by-products of administration, created and preserved haphazardly with no thought as to how or whether they could be used advantageously at a later date. The archives department, as the presumptive repository and service organization for the permanent records of its government is naturally concerned about the quality and quantity of the records created. Only in recent years have government administrators come to realize that the efficiency of their own departments is tied to an efficient records system. Archivists, because of their long experience with records problems have been key figures in the development of the new field of records management.

Records management implies that administrative records shall provide adequate documentation and that in quantities of manageable proportions. The problem of records control has two phases - disposition of records already on file; and disposition of future records. Disposition of existing records involves sorting out and destroying non-record materials and records which have no continuing values for administrative, legal and research purposes; reduction of the bulk of materials by substitution of microfilm copies where practicable; and transferring non-current permanent records to the Archives for preservation and servicing. Creation of future records should be controlled to provide for automatic segregation of permanent from temporary files and predetermination

of the length of time the temporary files shall be retained.

The State of Illinois provided for care of its permanent records by the creation of the Archives Division in the Illinois State Library which was organized in 1922. Most records of the Secretary of State who as State Librarian is in charge of the Archives Division, were turned over to that office when it moved into new quarters in the Centennial Building in 1923. In 1925 the law was amended to authorize any State official to transfer his non-current records to the State Archives. Incidentally, the first official to make such a transfer was the present Secretary of State, the Honorable Edward J. Barrett, then State Treasurer, Provisions for work with local records will be discussed further on in this report.

The opening of the Illinois State Archives Building in 1938 provided proper physical care of the State's records, not only of the non-current permanent records, but also for the equally important semi-current records required to be retained under the immediate jurisdiction of the respective departments.

Under Illinois statutes no State records may be destroyed without permission from the General Assembly. This legal inability of officials to discriminate between valuable and obsolete records tempted some to ignore the law as unworkable and to destroy records some of which should have been preserved. Other officials conscientiously retained everything and found themselves swamped by a mass of records impossible to keep in accessible order. Several Illinois State departments took their problems to the General Assembly and secured laws permitting them to destroy certain categories of non-current records. Such laws were based upon current administrative rather than on comprehensive considerations. Some laws were too restrictive, others were dangerously lax.

State Records Commission

The State Records Commission was created in 1943 to attempt to bring some order out of this chaos. The Commission as originally constituted was merely advisory to the General Assembly. That is, it held hearings and made recommendations but was not empowered to authorize destruction. Specific enabling legislation still had to be passed by the General Assembly. Hearings by the Commission were not compulsory and some departments ignored that body and went directly to the legislature. Those departments which took their records problems to the Commission, however, found the procedure helpful and urged that greater powers be given to it. The Schaefer or "Little Hoover" Commission on Reorganization of State Government, which reported to the 67th General Assembly in 1951, recommended a records management program for the State of Illinois similar to that of the Federal Government. This envisions the creation of a records management officer for each Department and a Records Commission empowered to make final decisions on the disposal of records.

The State Records Commission Act of 1943 was revised in 1951 in accordance with these and other suggestions. The Archivist was retained as chairman, the State Historian as secretary and the State Librarian as a member of the Commission. The Attorney General and the Director of Finance were substituted for the former ex-officio members. Each member of the Commission is authorized to appoint one of the members of his staff to deputize for him. The State Librarian, Attorney General and Director of Finance have appointed such alternates, whose able and conscientious work has won respect and prestige for the Commission.

Decisions of the State Records Commission concerning the disposition of records are now final, subject only to such restrictions as to the length of time specified records must be retained as

have been or may be imposed by the General Assembly. The Attorney General has given an Opinion to the effect that even though a Department may have its own records disposal law, no destruction of the records may legally take place without the consent of the State Records Commission. The Commission is also authorized and instructed to define material's which may be deemed non-record and thus subject to destruction without further formality. A descriptive list of all records authorized for disposition between sessions must be filed with the General Assembly at the beginning of each session.

Authorization for destruction of records under retention schedules is apparently not included in the powers of the Commission. That means that applications must be filed with the Commission each time a department proposes to destroy records up to a given date. This feature of the Act has been a disappointment to many officials and has worked a hardship in several instances where departments had set up disposal schedules under prior legislation. Simplified procedures for processing applications, however, is giving the practical effect of retention schedules. The Commission is not disposed at this time to ask for an extension of its powers in this respect, partly because neither the Commission nor the departments have had sufficient experience to set up permanent retention schedules, and partly because the Commission does not wish to hamper future recommendations by departmental records management officers. Though no such full time officers have been appointed, several departments are planning for them, and most departments have committees studying the subject and have designated an administrative assistant to act as liaison officer with the Commission.

Control over the substitution of microfilm copies for original records has been vested in the State Records Commission since 1943. Under the State Microfilm Act any State official may

microfilm any of his records and courts are directed to accept such microfilms as evidence. However, the original records must be retained unless the Commission authorizes their destruction. Departments are advised to consult with the Commission prior to embarking upon microfilm projects to ascertain the probable attitude of the Commission concerning destruction of the originals. However, no authorization to destroy is granted by the Commission prior to the making of the film. Regulations have been made by the Commission governing standards of quality for the contents as well as for the physical properties of the film. Responsibility for that quality is placed upon the Department head by requiring that his application to destroy the originals be accompanied by his certificate that the microfilms in question conform to those regulations and constitute an adequate substitute for the original records.

Microphotography is employed in a number of State departments. At least one office, that of the State Treasurer, uses it for direct recording (the warrant journal). Two departments, the Adjutant General and the Department of Registration and Education, have microfilmed certain records for use in their own offices and have deposited originals deemed unsuitable for destruction in the State Archives. Other Departments, notably the Department of Public Welfare which is microfilming the case records of its institutions, are making notable savings in storage space.

The objective of the State Records Commission for the current biennium is the destruction of all obsolete records to clear the storerooms for the inauguration of records management programs in the various departments. In the twelve months in which the State Records Commission has been operating, it has taken action upon 54 applications from 19 State departments and commissions.

It has authorized the destruction of 306 categories of records (not counting repeat requests), 14 destructions of records for which microfilm has been substituted; 3 categories have been declared non record materials; 4 categories have been recommended for transfer to the archives; 14 requests to destroy have been denied.

Archival Accessions

Though the Records Management program as implemented by the reorganized State Records Commission has absorbed much of the time and thought of its Archives Division, the primary concern of this office continues to be to improve its service upon the non-current State records entrusted to its care. Since 1938 efforts have been made to get all major non-current and semi-current records into the State Archives Building. As was expected, Departments preferred to keep records in their Department Vaults under their own jurisdiction so long as possible. The Departmental Vaults are now filled to capacity and proportionately more records are today being transferred to the State Archives proper. It is now possible to report that it is so far as can be ascertained, all important semi-current and non-current State records that now in the State Archives except land records which the Auditor of Public Accounts is preparing to transfer to his Departmental Vault within the next few weeks.

Accessions to the vaults under the immediate jurisdiction of the Archives Division are now coming chiefly from older records being crowded out of the Departmental Vaults. Only two major categories of records not previously in the Archives were received during the biennium. These are the Spanish American war records from the Adjutant General and professional licenses records from the Department of Registration and Education. Practically all other records received were additions to series of which older records were already in the Archives.

Two years ago archival holdings comprised 4343 legal size filing drawers, 980 card drawers (chiefly indexes), 4398 volumes (157 of which were indexes, calendars and other finding media), 197 reels of microfilm and 45 recordings of Illinois voices. These statistics do not include records housed in Departmental Vaults. In the biennium ending September 30, 1952, archival accessions added 155,000 documents (or the equivalent of 62 drawers at a conservative estimate of 2500 documents per drawer), 267

other legal size file drawers, 485 volumes, 71,500 index cards made by other departments and 375 reels of county security microfilm.

In other words, the Archives Department of the Illinois State Library, though still receiving sizeable additions to its holdings, has passed the peak of its collecting activity. Future accessions can be expected for the most part to come in a routine manner from departments making periodical transfers. The major work of the Archives Division from now on will be the physical rehabilitation of documents and the making of more detailed finding aids.

Staff

There have been no changes in the personnel of the Archives Division during the past biennium. All ten archival assistants have been employed by the State Library from four to thirty years. All but three have civil service classification. One college history major has worked as extra help the past two summers. Guards, janitors, elevator operators and other maintenance men are furnished by the Superintendent of Capitol Buildings and Grounds.

Preparation of Records

It has been impossible to do any manuscript repair work for ten years. Pending release to the Archives Division of space temporarily used by the Automobile Department, it is impracticable to set up a sorely needed lamination department. Despite optimum

temperature and humidity conditions, many fragile documents are deteriorating at an alarming rate.

Addition of new filing equipment permitted reorganization of space within the archival vaults to take care of expansion in certain series. Further shifting of archival materials is now necessary and planned for the immediate future. The Illinois Documents Collection is still housed in three floors of the archival vaults. The perpetual shelf list inventory is being rechecked and revised.

Less emphasis has been placed upon cataloging during the past two years than previously. The detailed analytical cataloging of the Illinois and Michigan canal records required to make them more useful for the extensive legal work involved in establishing the right of way for the new superhighway on canal property has continued. All land records including field surveys, maps and sales records and all records relating to the operation of the canal have been cataloged. Remaining to be cataloged in this group are the journals, correspondence and construction records, all of which are arranged and listed in the inventory. 1314 cards were added to the archives catalog in these two years. Books for the archival reference library are cataloged by the State Library Catalog Unit and are not included in these statistics.

Increasing requests for time consuming searches in the federal ~~make it desirable to concentrate on indexing these records.~~ The State census records and the federal census records for 1820 were indexed some years ago. During the past two years we have indexed 47 of the 51 Illinois counties in the 1830 federal census, 22 of the 90 counties in the 1840 federal census and have finished 13 of 102 counties in the 1850 federal census. 24,022 cards were added to the Name Index for 1830; 18,341 for 1840; 29,569 for 1850; and 759 cards for other records, or a total of 73,231 cards. 3,893 cross references were also added.

Two staff members are spending nearly full time interfiling Corporation Department Reports. We have largely caught up on the filing

and unfolding of older accessions. The Enrolled Laws were flat filed and placed in new individual envelopes during the biennium. Approximately one third of the civil war company files transferred just before this biennium have been unfolded, cleaned and refiled. The largest remaining job of refiling remaining unfinished is in the early Secretary of State's correspondence. The letters have been filed to the third letter so that the documents can be located without too much trouble.

Service on Archives

It is difficult to assess archival reference statistics qualitatively. The amount of use to which State officials put the older records of their departments is something over which the Archives Division has no control. Quite properly the number of times records in the Archives are consulted for State business declines as the records grow older. An increased demand for records may indicate extensive legal research as was the case in the preceding biennium, or it may mean that records which are in current use have been improperly transferred to the Archives.

The decrease in calls for records for State business from 83% for the preceding biennium to 63% for this is partly explained, however, by the rise of statistics on family history searches from 8% to 24% of the total number of calls. This in turn is largely accounted for by increased reference work caused by the transfer of all War of 1812, Mexican, Civil and Spanish American War service records by the Adjutant General. Most but by no means all consultation of those records is for genealogical purposes, but for convenience of compiling statistics all are lumped under the heading of family history. The Archives Division of the Illinois State Library is not a genealogical institution and it has no intention of taking the place of the State Historical Library in that field.

However, we do have the original State censuses and copies of all Federal censuses for Illinois through the year 1860. Indexes to these and to State records now number well over a million cards and naturally attract many genealogical inquiries. Particularly since the federal government gives no research services on the census the Illinois State Library feels that the resources here should be exploited so far as possible.

The State Historical Library continues to do the bulk of the historical reference work, our statistics remaining fairly constant - 772 call this biennium as against 805 last. This decline is due largely to the fact that in this biennium no graduate history thesis was based upon our archival holdings. Consultative work increased from 168 last biennium to 321 this biennium. These figures, however, do not include the time spent by the archivist in connection with the work of the State Records Commission including preliminary consultations with departments proposing to make applications for records disposal.

Extension Work

Immediately following the abolition of the Historical Records Survey of W.P.A. there was need for some sort of follow up if the benefits of that program should not be lost. For several years the Archives Department had a full time field visitor for county archives. County officials have become more records conscious and now have a medium for exchange of ideas and publicizing the needs of their offices through strong county officials' organizations. The Archives Division of the Illinois State Library, though keenly interested in the preservation of local historical materials and still offering consultative services on records problems, is no longer actively engaged in field work.

By law, county officials desiring to destroy obsolete records must apply for a hearing before a board appointed by the county judge and the State Librarian must be notified of that hearing. No county record created prior to 1870 may legally be destroyed and the State Library must assume custody for such records if the county is unable to care for them adequately. Only one county, Christian, filed notice of a hearing on proposed destruction of records and two members of the State Archives staff consulted with the appropriate officials approving the disposal. No county applied for permission to transfer early records during the biennium. Two counties, Peoria and Champaign have deposited security microfilm under seal for safekeeping by the State Archives.

Photographic Laboratory

The Photography Laboratory is equipped to do still photography (including color work), photostating, microphotography and motion pictures. It is staffed with three full time professional photographers.

All illustrations for the biennial Blue Book of the State of Illinois issued by the Secretary of State are made by the Laboratory. Except for pictures furnished by the few State departments having their own photographers. All portraits of the Senators, some portraits of Representatives, all pictures for the offices of the Secretary of State (including the State Library) and Auditor of Public Accounts for the 1950/52 volume were done by the State Library photographers.

The Laboratory also takes and processes all pictures for news releases covering all departments under the Secretary of State, photographs of prominent visitors to the State Library, of school groups visiting the Secretary of State's office; and group meetings in which the Secretary of State's offices in Springfield and Chicago

and the State Library are participants and joint sessions and special occasions of the General Assembly.

Many photographs are prepared for exhibits by the Secretary of State, State Library, Auditor of Public Accounts and Superintendent of Public Accounts at State and county fairs and other places. Much color photography, including Kodachrome slides, and enlargements up to 40" by 60" murals are done in this connection. Sepia facsimiles of important documents such as the first State Constitution and Governor's Proclamations the originals of which cannot be removed from the Archives are made for exhibit loan purposes. Some rare Lincoln portraits have been copied for the Illinois State Historical Library. Copies have also been made of some of the rare books in the State Library collections.

Enlargements of drivers' license and title records of the Automobile Department kept on microfilm have been made for the use of the F B I as needed.

The Photostat owned by the State Library is the Recorder model which permits the use of double faced emulsion paper. Most of the photostatic work for the Secretary of State's office is done in his mimeographic Department. The instrument there is the Simplex model which takes larger copy but only on single faced paper. The two divisions cooperate closely - the Mimeograph Department making large size copies for the State Library and its Laboratory helping them in rush seasons. The Corporation Department records instruments by photostat and that work is done in the Laboratory. The Archives Department furnishes copies of records in the State Archives to the offices in which they originate without charge. It sells photostatic copies of unrestricted records to patrons at the cost of materials.

The Photostat is also used for making certified copies; for copying borrowed materials for the use of the State Library; for

exhibits; and to save typists' time by copying excerpts from books and periodicals for loan only to patrons. No copies of printed material are sold because of copyright restrictions. Photostats as well as photographs are used extensively for exhibits of archival materials which cannot be taken from the Archives Building. Such exhibits are regularly set up at the State Fair. Last summer an extensive exhibit on early Illinois records was shown at the Randolph County Fair and afterwards presented to the County Board for use in the schools.

The Laboratory also owns an attachment for making photostatic enlargements of microfilm. All of the 1830 and part of the 1840 federal census records have been enlarged to facilitate indexing and reference use.

The State Library owns a model C and a model D Recordak camera, a Folmer - Graflex Photorecord and a Leica camera, a Diebold microfilm processor and five microfilm readers including four Recordaks and one Griscombe readers. Two of the Recordak readers are used for newspapers in the Direct Reference Department of the Library, the others are in the Archives Division.

Microfilming here is limited to work for the State Library. The making of records by microphotography, as explained elsewhere in this report, is not deemed to be within the scope of the Archives Division. Other State departments do their own microfilming, employing a variety of makes and models of cameras. Since these cameras do not take bound volumes and extra size documents, the Photographic Laboratory does make microphotographic copies such records for the Departments who furnish the materials. The largest single project of this nature was the recently completed microfilming of 11,659 Examination Grade Sheets for the Department of Registration and Education. A number of manuscripts and printed

documents have been copied for the State Historical Library for use in interlibrary loans.

The State Library uses microphotography for making copies of records for the use of patrons; for interlibrary loans on rare books and manuscripts the originals of which cannot be sent out; for making security copies of important State records; and for securing copies of local records for the Archives. Films are processed in this Laboratory.

The State Library is cooperating with the two State Universities and the State Historical Library in compiling a microfilm edition of early Illinois French records. All the records of Randolph County, beginning with the earliest Kaskaskia record dated 1722 and coming down through the year 1850, are now being microfilmed by the State Library. Experimental field work in microphotography was undertaken in Alexander and Pulaski counties during World War II, but this Randolph County project marks the beginning of the long talked of copying program for the historic records of all early Illinois counties.

Free housing for security microfilms for their records is one of the services offered by the State Library. Two counties, Peoria and Champaign, have deposited copies of all their Records' records this biennium.

Although the State Library owns a movie camera, little work has been done thus far, except to take movies of phases of the State Fair, particularly of the Antique Auto Shows sponsored annually by the Secretary of State and of the meeting of the National Association of State Libraries held here in July 1951. Plans are being made to make a documentary film of all State Library Departments and their procedures.

The Photographic Laboratory services library recruitment films

owned by the State Library but has nothing to do with the film loan service of the State and University Libraries. That comes within the province of the Public Services Department of the State Library. The Laboratory does, however, service the Balopticon, the slide projector and the seven movie projectors owned by the State Library, and used in the extension of its program.

The following equipment has been added during the biennium: a Recordak model D camera, a Diebold microfilm processor, a photostatic enlarger for microfilm, a Griseombe reader, a centrifugal print washer and a film drying cabinet.

EXTRA CURRICULAR ACTIVITIES OF ARCHIVES STAFF

Miss Norton

Professional memberships

Society of American Archivists

Member Committee on State Archives. 1951

On program annual meeting, Oct. 1950

Chairman of a section meeting, annual meeting Oct.
1951

American Historical Association

Presided, joint session with Catholic Historical
Association, annual meeting 1950

Illinois State Historical Society

Abraham Lincoln Association

National Association of State Libraries (Honorary Member)

Chairman local committee, annual meeting held at
Springfield, July 1951

Consultant on archives to Illinois Civil Service Commission
(examinations held 1951)

Speeches:

County Recorder's Association, 1951

Graduate History Colloquium, University of Illinois,
1950, 1951

Springfield Chapter American Society for Public Adminis-
tration, 1952

St. Martha's Guild, St. Paul's Cathedral, 1950

Springfield Zonta Club, 1952

Fast Matrons' and Patrons' Club of Abraham Lincoln Chapter, OES

Publications:

Book review: North Carolina Historical Review, 1950

American Archivist

"The First International Congress of Archivists,
Paris, France, August 21-24, 1950". 1951

Also printed in Illinois Libraries. 1951

Illinois Libraries

"Illinois Documents: a Checklist 1812-1850". 1950-51

"Recent Illinois Records Legislation". 1951

"The Place of Archives in Government". 1952

Civb clubs, etc.

Eastern Star

White Shrine

Zonta Club

Program committee 1951-52

St. Martha's Guild, St. Paul's Cathedral

Chairman Devotions Committee, 1952

Mr. Cassady

Recreation director, Highland Community Center, 1950-date

Boy Scout Commissioner

Teacher First Methodist Sunday School

Miss Scheffler

Professional memberships

Society of American Archivists
Illinois State Historical Society
National Association of State Libraries
Illinois Library Association
Chairman Committee on Table Decorations, 1951 meeting
Springfield Catalogers Club
Chairman 1952/53
Illinois State Employees Association
Member Executive Board, 195-52

Civic and other clubs

Delphi International
Amateur Musical Club (Active Member)

Certificate from Institute for Archives, American University,
class of 1951

Publications:

American Archivist. Book review. 1951
Illinois Libraries. "Institute for the Preservation
and Administration of Archives" November 1951

Mr. East

Professional memberships

Society of American Archivists
Illinois State Historical Society
Retired 1950 after 16 years as trustee
Presided at a session Oct. 1951 meeting
Member Committee on Historic Markers

Speeches (on Lincoln)

Lincoln, Illinois
Cosmopolitan Club, Springfield
Morgan County Historical Society

Speech at dedication of an historic marker at Peoria

Publications:

Articles in Illinois Libraries

"Records lost in Illinois court house fires." Oct. 1951
"The Icarian Community-A Communistic Failure". Feb. 1952

Article in the Lincoln Herald. 1952

Other civic enterprises

Mr. Rountree

Member Capital City Spiritualairs (a men's choral group)

Has shown movies borrowed from State Library, Historical
Library, University of Illinois, State Museum, Departments
of Public Welfare and Public Health, etc., to churches
and civic groups

Program chairman A.M.E. Men's Club

Mr. Helm

Member National Association of Photographers
Prominent in Masonic work, particularly the Shrine but I
do not know whether he holds office

Mr. La Hart

Out of town at the time this report was written. Mr. Bish
thinks he has no professional memberships and Mr. Bish
has none

ILLINOIS STATE LIBRARY
STAFF MEETING
October 4, 1952

A new personnel record is being made for each staff member. Please get blanks from Miss Diekhous today, fill out and return to her. Last name should be written first; all typed, not handwritten. Omit black for "clock no.". Statute: say, civil service or non-civil service. To be returned today- tomorrow at latest.

Only 6 have reported on State libraries visited in last 10 years. Report immediately to Miss Rogers if you have visited any.

Graphs of reference, catalog work, resources of library, etc. will be posted on the Multiplex bulletin board just as you get off the elevator outside Miss Rogers' office.

A sound recording of a speech on Interior Public ~~XXXXXX~~ Relations within Libraries by Mr. T.J. Ross was given. The sound recording for Mrs. Eleanor Roosevelt's speech - both at the recent A.L.A. convention at New York acted up so we did not hear that. These recordings will be repeated tomorrow. The 8:30 people will come to the 2d floor conference room at 8:30 and the 9:30 people at 2 P.M. tomorrow, Wednesday. I took copious notes on the Ross speech but since you will all hear it, I won't set them down here.

Miss Rogers read a letter from Mr. Barrett thanking all the staff for their cooperation in the recent I.L.A. conference. This will be posted on the staff bulleting board on the third floor of the Centennial Building (just inside stacks back of Loan Desk.

Miss Rogers was disturbed by one incident which happened at I.L.A. Mr. Reese of the U. of I., one of the deans of the profession, asked two members of our staff on duty at the Information desk how to get to Lincoln's Tomb. Neither knew and apparently did not have sense enough to try to find out for him. Most of the other comments about the staff in connection with the meeting seem to have been highly complimentary.

Willbur L. Buchanan, a wealthy Highland Park man, has issued an interesting looking "great books" list and has sent copies to all libraries in the state. A copy will be posted on that same staff bulletin board.

Leaflets on library publicity have recently been issued by the Ohio Library Association. Copies were passed around.

American
There will be a network television Seminar on/Civilization course over ABC Stations beginning next Saturday. The syllabus for the course can be obtained for \$.25.

The National Association of State Libraries Executive Board met in St. Louis last week. They voted that when a State Library pays the membership fee for institutional membership, any staff member may join for \$1.00. The year is for Jan.-Dec. A newsletter will be sent 4 times a year and the Proceedings are issued in December. Miss Rogers is Secretary-Treasurer. She hopes a large number of the State Library staff will join. The next annual meeting will

be held in Los Angeles June 20-21, the Friday and Saturday before A.L.A. starts. A.L.A. headquarters will be the Statler and the Biltmore, N.A.S.L. the Biltmore. The new Statler was so badly damaged in the recent earthquakes that it may not be ready. Half has to be rebuilt. All exhibits will be in one hotel.

Miss Byrnes was to report on her recent visit to the Nebraska State Library but stated that she was able to get only a glimpse inside.

Mrs. Ennis commented on the very favorable reaction to Miss Rogers' speech of last Wednesday night to the Adelphi Sunday School Class at Greeview. She spoke on interesting Bibles. She is to give a similar talk at Mt. Sterling next week. Miss Rogers apologized for having had to disturb Miss Scheffler's exhibit just as she was finishing it.

Miss Dieckhaus again announced that staff members taking leaves of absence or being on vacation while checks are due should give her their mailing address. Injury reports should be filed with her within 24 hours - if an accident, no matter how slight, occurs on State property or while on State business. She also announced that this is one of the four times of the year that membership may be taken out in Blue Cross.

Mrs. Howard had attended the meeting of the Illinois Council of Community Schools. The topic of discussion was the legislative program for next year. She also attended the Diocesan Institute for teachers in Catholic schools, held at the Fair Grounds yesterday. She took an exhibit along. Mrs. White also went and talked on flenographs. She had an exhibit of science material for Children at I.L.A. Unfortunately many of the books were out so the exhibit was less comprehensive than she would have liked. She also mentioned a new list she has compiled for Bertha Dunn of the Ill. Congress of P.T.A. on teacher recruitment. She said the list was surprisingly short since much of the material she found is out of date.

Mildred Gillman who worked here during the summer ~~MM~~ gave a speech on home economics at the PTA Convocation. This is to be printed in some teachers' magazine - I didn't catch the title.

Mrs. Howard has also been working on a list of books suitable for memorial shelves. A committee of librarians has been compiling such lists. The lists submitted by the Riverside and Lincoln libraries will be published shortly in Illinois Libraries.

Mr. Reed passed around a statistical sheet he compiled for I.L.A. showing film services to Oct. 1. 138 films were requested; of these 102 were available at the time the request was made and 36 were not available. 4 requests were made for films the U. of I. does not own; of these, 2 were outmoded religious films which have been discarded, the other two for films on order but not yet received. He estimates that it would have cost the Library \$12,000 to duplicate this service - i.e. for films alone, no overhead. The most popular film was "Family Circles" - adult education, not entertainment. 14 communities requested service in Sept. and 14 more between ~~May~~ and September. Peoria made the most reports - 42, J. Godfrey, which has no library, 5 - 30 communities altogether. The films may be secured thru us from the U. of I. Library with no cost to the borrower but one way transportation.

Miss Kissinger reported so many requests for exhibit material for Bible Week that she had to have photocasts made of some of the pages in our portfolio on pages from rare Bibles.

Continuing the discussion on the film service, she said she adds a form letter statement to letters she sends about the films she sends out. Don't ask me what she sends out- I've got to check on what that is. Mr. Mc Alam is to take over all the correspondence on film service. We have no projectors to send out. All film is 16mm. film. The U. of I. has some silent as well as sound film. Schools cannot sue this film for class room use, but other groups can. Lincoln library takes care of requests for local use.

Mr. Pierce reported that Mr. Blake (the man in the Shipping Room who wore a hearing aid) had his second operation last Friday. He is doing well. He had a growth behind the mastoid. The operation has resulted in a slight and they hope temporary paralysis in the jaw. They do not know yet about his hearing. He is in the Ill. Eye, Ear Nose and Throat Hospital in Chicago and will appreciate cards from the staff. This sounds like something of the sort that Mrs. Mc Fadden had.

Miss Murray reported that she had a letter from the prisoner who was moved from an Illinois prison to the Missouri prison and who wanted to continue his study course there. He says his term is about up and he will call shortly to pay his respects and to thank her.

Mrs. Curren says that ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ the Australian-American Association offers us copies of books we did not have from a list of books on Australia. We lacked 31 volumes and these have been received. Under terms of the gift we have to loan them out of the state also. These books are now on exhibit on the 3d floor near the catalog. They will be checked out thru the Catalog Dept. since they are not yet cataloged.

The Shipping Room boys have been authorized to hear the world series games over a radio in that department. No other radios are allowed. I asked about the one our watchman uses and Miss Rogers says we have no jurisdiction but that the archives staff is not to hang around it.

Miss Myers reports that Miss Parker is recovering well from the automobile accident. She is now sitting up and walking a little with help. Miss Wyckre has been granted a 3 months' leave of absence to receive medical treatment.

Miss Lundeen brought in a style book of the Ill. Education Assoc. for Miss Rogers to see.

Miss Daviess spoke of the appreciation ~~XX~~ of the Sterling group at A.L.A. for a collection sent them from the Library. She felt that I.L.A. was better organized and carried out than usual with a higher level program.

Miss Nichol announced that she lost 300 francs in a game at Monte Carlo.

Mrs. Langston reported that 10,000 books have gone to the E. Richland school district of that county, also one of our bookmobiles. The school district is sponsoring the project under Mr. Allen who is working to establish adult deposit stations both in Richland and in Clay counties. Miss Rogers hopes someone will qualify to work on our staff ~~XXXX~~ in the next civil service examinations. This person will assist Mr. Allen, who is paid by the school district. In other words, this is the nucleus for a new district library system.

Mr. Myer reported that the patron who asked for a copy of "The Marginal Man" later wrote that she didn't need the book, as she had got a man elsewhere.

Miss Myers and Miss Kissinger publicize each other when they go out of speak and each has got the other new speaking engagements lately.

The exhibit on library desk procedures loaned us for an IIA exhibit which has been on the second floor outside Miss Rogers' office is to be taken down tomorrow and our staff graphs posted.

Mrs. Curran has the key for the multiple shelves in our basement.

Miss Rogers thanked all who helped at the information desk and elsewhere.

On October 18 a civil service exam will be held for Library Assistants I & II. All on our library staff who have been on provisionals have filed for it. The next library exam will be held in January.

The next staff meeting will be held Oct. 28. I'll be away, so Mr. Cassidy please take note. Miss Nichols will discuss her visits to European libraries.

Staff Meeting, October 28, 1952

Miss Rogers, Miss Norton and Miss Scheffler are attending the Archives Convention at Lexington, Kentucky. In Miss Rogers' absence, Miss Dieckhaus conducted the meeting and made the following announcement, this years Christmas party is tentatively set for December 17 at the Leland Hotel. There will be only one staff meeting during the month of November and that will be held on Tuesday, November 18. Lights have been installed for the compact shelving in the basement of the archives building and all are invited to observe this experiment. Miss Dieckhaus attended Records Management Conference in Chicago and reported that the theme of the conference was 'Elimination of Employment Turnover in Business'. Miss Dieckhaus and Mrs. Curran attended a meeting of the St. Louis Chapter of the Public Relations Conference. Miss Rogers, Mr. McAdam and Mr. Reid attended a meeting of the Adult Education Association, Lansing, Michigan. Mr. Reid made a report and pointed out some of the inconveniences they are having in Michigan due to the fire in the Capitol. The high light of the meeting was the report of Miss Florence Nichol accompanied by color slides on her recent trip to England and Western Europe visiting libraries and interesting places.

Miss Nichol and eight librarians left New York by plane for Prestwick, Scotland. They visited Edinburgh. In England she reported on the British museum in London and the Boland library in Oxford. They went by boat to Amsterdam and while on the continent visited library installation in Brussels, Belgin, Bohn and Heidelberg, Germany; Basile and Lucern, Switzerland; Milan, Florence, Rome, Vatican City in Italy. They visited Italian and French Riviera, Paris, Versailles in France. You will have had an opportunity to hear Miss Nichol as she will repeat her report for all Staff Members, Wednesday 29.

T. J. Cassady

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for October 1952

Accessions.

The Peoria County Recorder, Albert Harms, deposited 6 additional reels of security microfilms.

The Index Department deposited two sets of dead records and the nominating petitions for the 1952 primary.

Departmental Vault.

No department seems to have transferred records during the month.

The Adjutant General requested assignment of an additional bay. We informed him that this bay has been assigned to the Labor Department which has not used it. We suggested that he take up the matter of reassignment with the Governor's office.

State Records Commission.

The Commission held its regular meeting on October 1.

Randolph County Microfilm Project.

Mr. East and Mr. LaHart spent the week beginning October 6 at Chester. Mr. East was ill and unable to return the rest of the month. Still to be microfilmed are the retakes, most of the older records of the County Clerk's office, the probate files (going back to 1772) if they can be located, some volume records of the County Clerk's office, and the very important Circuit Clerk docket files.

Meantime Mr. East and I have checked and double-checked all microfilms and I have cataloged them. Mr. East thinks the splicing will have to be done here and is willing to undertake the supervision of this under my general direction.

Appended is an inventory of the 32 reels to date. Mrs. Pease was given a copy to study. She hopes to get to Springfield soon for farther discussion.

ILA

The Illinois Library Association met in Springfield October 2-4. All State Library staff members were on duty 8:30 to 5, Wednesday through Friday and until noon Saturday.

Miss Scheffler acted as chairman of the decoration committee for breakfast, luncheon and dinner meetings. The archivist served as chairman of the committee on State Library exhibits.

The exhibits on display were as follows:
Centennial Building

1st floor lobby: "Send Out Service" exhibit repeated.

Bulletin board: Guide to exhibits

2d floor. Planagraph exhibits; exhibit on Loan Desk methods prepared by Bloomington Public Library.

3d floor. Atom bomb exhibit

Archives Building

1st floor. Bible week (Gutenberg anniversary).

Staff Work

As shown by statistics, I divided most of my time between indexing census records and working on the Kaskaskia microfilms.

Mr. Cassady reports that he spent most of his time on mail reference, but did some work on the indexing of insurance reports. He checked 14 names in 11 counties for 1850, 2 names in 2 counties for 1840 and 7 names in 7 counties for 1860. Mail inquiries came from 21 foreign states, Washington, D. C., 10 Illinois towns and cities and Yugoslavia. Of out of state requests 10 came from California, 4 each from Washington and Maryland, 3 from Iowa, 2 each from Wisconsin, Oklahoma, Colorado and Missouri. Perhaps 43 out of state requests to 12 Illinois inquiries is out of proportion but we figure that Illinois residents probably ask for at least an equal amount of service from other archivists. 14 copies of one genealogical letter were sent to various persons. We counted this as one reference request in the statistics. This involved one of those claims to the land on which the Empire State Building stands. We feel as if we were abetting a fraud, but followed our policy of not questioning the value or reason for any requests for service.

Miss Scheffler spent most of her time final filing some 10,500 name index cards, preparing the exhibit, attending the meeting of SAA and serving on the local committee for I.L.A.

Mr. Rountree is filing in the letter "W".

Mrs. Robeson finished filing the "not for profit" corporation reports for 1950-51 through the letter "I". She has also done preliminary filing on index cards.

Archives Building

The Civil Service Commission is again using the Archives Conference Room for In Service Training Courses three afternoons a week. One class is on Business Letter Writing (Wednesday 4-6) one on Dictation Review (Monday 5-6 and Thursday 5-6).

New lights have been installed in the basement to light the compact shelving.

A map showing Canada and Nouvelle France in the 17th and 18th centuries by Bouna has been hung in the Archivist's reception room.

The Archives Department is faced with a major reshifting job in its vaults. We shifted a number of series two years ago, and those rearranged then will not have to be moved. The expansion of Corporation records necessitates removal of all other records from the 3d level. We plan the following changes.

Election and Constitution records now on 3 shifted to 5; Securities now on 5 to 12. This can be accomplished without moving of filing cabinets though we shall have to change records from one drawer to another. We presume that Mr. Rossiter will furnish us with janitor assistance. We have decided to take the drawers to the Receiving Room for cleaning.

during the process. We shall have to have a few lights changed on 12 but will send a separate memo on this later.

Miscellaneous Notes.

We received a request for a copy of our catalog rules from Jugoslavia.

Columbus Day, October 12, falling on a Sunday this year, the office was closed October 13.

Society of American Archivists.

Miss Rogers, Miss Schoeffler and I attended the annual meeting of the Society of American Archivists held at Lexington, Kentucky, October 27 and 28. A separate report on this meeting will be filed in a day or two.

Respectfully submitted,

Archivist

RANDOLPH COUNTY RECORDS
Circuit Clerk and Recorder's Office
Inventory of Microfilm Copies made by Archives Division, Illinois
State Library, 1952

Kaskaskia

French language documents. Arranged by Prof. N. W. Caldwell,
Southern Illinois University; 1737-1800
Bundles 2-4, 9, 11-21, 23-27, 30-54, 56-57

Kaskaskia. French royal notary

French language documents;
Private papers. 4 v. 1722-48
Reel 9 # 1, # 2; Reel 15 # 3; Reel 16 # 1

Kaskaskia. French royal notary

French language documents;
Commercial papers, 1718-1797. 12 v.
Reel 7 # 1, # 2; Reel 16 # 3, 1, # 2; Reel 18 # 1, # 2;
Reel 19 # 1, # 2; Reel 20 # 1, # 2, # 3; Reel 21 # 1, # 2, # 3;
Reel 22 # 1

Kaskaskia. French royal notary

French language documents;
Public papers, 1720-1816. 5 v.
Reel 8 # 1, # 2; Reel 14 # 1, # 4; Reel 15 # 1

Kaskaskia. French royal notary

French language documents;
Kaskaskia Manuscript Record II. 1 slip cover. 6 envelopes
Repertoire General, beginning 1722
This is a list of papers in the file of the late
notary Jeromme, prepared by his successor Barthelot
Barrois in July 1780. Covers years 1722-1784. Ar-
ranged by date
Repertoire (Index)
Political papers, Carbonneaux. 1720-1724
Political papers, Buchet. 1765-1778
Business contracts 1720-1729. Barrois, Carbonneaux,
Langlois
Wills, Repertoire (Index) 1765-1778

The "Political Papers" and "Business Contracts" appear
to be part of the Notarial Registre

No Kaskaskia Manuscript I discovered
Reel 13 # 4

Kaskaskia. Court of judiciary

Proceedings. Dec. 6, 1768-Aug. 1782. 249 p. (204 folios).
p. 7-12, 15017 missing.

June 5, 1770, court met at the village of Chartres.

June 6, 1770-- court met at Kaskaskia.

May 3, 1779 the court became the Court for the district of
Kaskaskia, State of Virginia.

Proceedings partly in English, partly in French
Microfilm reel 13 # 1, # 3

RANDOLPH COUNTY
Records of Circuit Clerk's Office

General Court of Illinois Territory

Record of proceedings

Sept. 1809-Sept. 1810. 348p.

Reel 3 # 5; reel 4 # 1

Apr. term 1810-Sept. term 1813

Reel 2 # 4; Reel 6 # 4; Reel 3 # 1

July 2, 1810-Apr. 10, 1811

Reel 13 # 2

Apr. 15, 1812-Sept. 14, 1813.

Reel 4 # 1

Apr. 2, 1814-Sept. 13, 1814

Reel 4 # 2

Census (State)

Census of the inhabitants of Randolph County, Illinois, 1825.

23 p.

Reel 6 # 5

Randolph county. General court of quarter sessions

Record of proceedings. Sept. 7, 1802-Dec. 31, 1805; Nov. 6,

Dec. 4, 1806. Court of appeals, Oct. 15, 1806. 113 p.

Reel 5 # 2

Randolph county. Court of common pleas

Record of proceedings.

Dec. term 1801-Nov. term 1802. Labelled Court record 1801-1803. 279 p.

Reel 1 # 1

Sept. term 1802-Dec. term 1806. Labelled: Court record 1802-06. 338 p. With index

Sept. term (?) 1804-June term 1805. Labelled: Court record 1801-1803. 270 p.

Microfilm reel 2 # 1.

Uncertainty as to beginning date due to illegibility of film; retake to be made

June term 1805-Dec. term 1808. 441 p. Labelled: Court record 1804-08.

Reel 1 # 3

Sept. term 1810-Apr. term 1811. v. 7. 541 p. Labelled Court record 1810-1811

Reel 2 # 3

Mar. 4, 1811-Apr. 27, 1814. unsp. Reel 5 # 3

Apr. term 1811-Apr. term 1812. v. 9

Reel 3 # 2

Feb. 1813-June 1815. Continued, in same v., with Circuit court. Apr. 27-30, 1819; May term 1825-Mar. 1829

Reel 3 # 3

N.B. Mr. East and I have tried in vain to reconcile discrepancies in dates. Perhaps we can do so from handling the original volumes

June 20, 1814-Oct. 27, 1814. County court Feb. 20, 1815-Oct. 6, 1817; Justices court Mar. 2, 1818-Apr. 19, 1819; County

RANDOLPH COUNTY

Records of Circuit Clerk's Office
Commissioners' court May 17, 1819-Mar. 3, 1824. Reel 3 # 4
Circuit Court

Record of proceedings

June 19, 1815-Oct. 24, 1823. 496 p.

Reel 4 # 3

For Apr. 27-30, 1819 and May term 1825-Mar. 1829 see
entry above under Court of common pleas; Feb. 1813-
1815. Reel 3 # 3

May 17, 1824-Sept. 29, 1831. 515 p.

Reel 5 # 1

Apr. 23, 1832-Aug. 18, 1841. Vol. A.

Reel 5 # 5; 6 # 1

Aug. 18, 1841-Apr. 23, 1847. 493 p. Vol. B

Reel 6 # 2

Nov. 15, 1847-Oct. 3, 1851. Vol. C. 410 p.

Reel 6 # 3

Miscellaneous documents of Circuit Clerk. 1790-1847

Records kept in a black metal box.

Reel 31

Deed records? Translation of French records. 1737-1747. 2 v.

Original French records not located. These are not the same
as Kaskaskia manuscripts II listed above

Reel 24 # 2; Reel 13 # 5

Deed records, 1768-1851.

v. G, I, J, K in 1 v. and v. J-Z, 17 v.

Reel 23 # 2; Reel 22 # 8, # 9; Reel 23 # 1; # 3, # 4; Reel
24 # 1, # 3; Reel 25 # 1, # 2, # 3; Reel 26 # 1, # 2; Reel
27 # 1, # 2, # 3; Reel 28 # 1, # 2, # 3; Reel 29 # 1, # 2,
3; Reel 30 # 1, # 2

County commissioners court

Record of proceedings. July 4, 1803-Jan. 5, 1810. 151 p.

Reel 13 # 6

County court

Record of proceedings. Mar. 5, 1810-Dec. 18, 1810. 148 p.

Reel 5 # 4

To be Microfilmed

Executive docket. 1813-50. 3 v.

Reel 22 # 1-3

Judgment docket. 1827-49. 2 v.

Reel 22 # 4-5

Retakes

Unbound case records Circuit Court case records

RANDOLPH COUNTY
Records of County Clerk's Office

Marriage record. 1809-Nov. 1847, 1849-59. 5 v.

Marriage record Nov. 1847-Oct. 1849 missing. Marriage
license record for that period, see item below
Reel 32 #1-5

Marriage licenses issued Nov. 1847-Oct. 1849. 1 v.

Reel 32 # 6

Marriage returns not found for this period

Execution docket, ... from the Court of common pleas of Randolph
county #1-25 and in the Randolph Circuit Court #1-575, by
Wm. C. Greenup, clerk of the said county.

Court of common pleas July 10, 1813-Oct. 12, 1814

Circuit court June 23, 1815-Aug. 16, 1823. unp.;

Reel 13 # 8

Probate record, 1809-43. 3 v.

Probate record 1843-50 not located

To be done

Other volumes

Probate files 1775 according to H.R.S. inventory, not yet located

NATIONAL BIBLE WEEK EXHIBIT - ARCHIVES MUSEUM ROOM

Facsimile editions of famous Bibles are on display at the Archives building for National Bible Week, Sept. 28 - Oct. 8, 1952. Among those displayed are:

The Gutenberg Bible
Bosco D'Este Bible
The Book of Kells

Catholic Family Bible

Douay-Challoner text; confraternity text by Rev. John P. OConnell with illustrations by James Joseph Jacques Tissot. Pub. by The Catholic Press, Chicago

The Bible for Everyday Reading, edited by Louis M. Notkin, also known as "The Quotable Bible" which retains the beauty of the King James Version and fills need for a book to aid in devotional reading and study. Pub. by Tudor Publishing Company, N.Y., c 1941

The Home Bible arranged by Ruth Mornblower Greenough for family use. Illustrations are from designs by William Blake. Marginal decorations are by Rudolph Huzicka. A lovely arrangement of the King James Version. Pub. by Harper & Bros., c1950

Brown's Family Bible A new edition of this "self-interpreting Bible" by John Brown, D.D. " revised by Rev. Henry Cooke, D.D., LL.D. Pub. by Johnson, Fry and Company, N.Y., n.d.
"Explanatory notes and Evangelical reflections by the Rev. John Brown, D.D."

Facsimile pages from "The Douai Old Testament, 1609-10" and "The King James Version, 1611" as presented in the "History of the English Bible" portfolio.

Revised Standard Version of The Bible as prepared by the Standard Bible Committee of the International Council of Religious Education, authorized in 1937 and published Sept. 30, 1952

Science and Health by Mary Baker Eddy. The anniversary edition, beautifully bound. Printed on hand made paper

HAGGADAH - The Hebrew word which means "Telling". The ritual to "Tell" of the coming forth from Egypt at Passover-time became known as Haggadah. This is a beautiful edition with gorgeous illustrations, colorful and exquisitely done. Blue leather binding, tooled in gold. The original text with English translations are shown with lovely scroll work.

L'Apocalypse de Saint-Sever edition de Cluny a Paris
Brilliant reds, yellow, blues and greens illustrate scenes from the L'Apocalypse.

An Amstat Bell

NATIONAL BIBLE WEEK EXHIBIT

An Exultat Roll Facsimile of An Exultat Roll illuminated in the XI century at the Abbey of Monte Cassino reproduced from Add. no. 30337. Printed in London by order of the Trustees of the British Museum, 1929. These quaint and interesting illustrations bear the text, which was chanted by the deacon, as the pictorial illustration of the text hung down in front of the lectern. In the reproductions the pictures appear to be upside down. Such subjects as the "Mother Church"; "Mother Earth"; "Passage of the Red Sea"; "Harrowing of Hell"; "The Bees"; and scenes depicting the lighting of the candle at the Easter Eve service, with "Lumen Christi" are on display. These are not in color but descriptive information gives colors of the original.

Das Evangeliar des Johannes von Troppau is beautifully illustrated in color. "Handschrift 1182 der Österreichischen Nationalbibliothek, Text von Ernst Trenkler. Verlag Joh. Leon Sen. Klagenfurt-Wien. Kunststandstalt Max Jaffe". Wien

The Koran

Two editions of the Koran, one a translation of Edward W. Lenes, beautifully illustrated in ~~unusual~~ unusual colors the other an ordinary one with text translated by E. M. Palmer.

Josephus A rather old popular edition of the Life and Works of Flavius Josephus.

Book of the Mormons (Mr. Magerty is bringing me a copy Thursday)

Jean Bourdichon's Les Heures D'Anne de Bretagne.
Bibliothèque Nationale (Manuscrit latin 9474) Texte par
Emile Male, de l'Académie Française. Légendes par
Edmond Pognon, de la Bibliothèque Nationale. Éditions Verve

Die Wiener Genesis Nationalbibliothek in Wien, Die Wiener Genesis, faksimile der Griechischen Bilderbibel aus dem 6. Jahrhundert N. Chr. Cod. Purpur. vindob. Graec. 31. ~~Wien~~ Herausgeben und
Engelitet von Hans Gerstinger. Dr. Benno Tilsen, Verlag G.M.B.H.
Aussburg-Wien

Parallel-Column Edition King James Version of the Holy Bible ...
Dore Gallery of scriptural illustrations. ... Dr. Wm. Smith's Standard
Bible Dictionary; complete concordance, etc.

Schaffler

Report upon the 16th annual meeting of The SOCIETY OF AMERICAN ARCHIVISTS,
Hotel Lafayette, Lexington, Kentucky, October 27 and 28, 1952.

To Miss Helene Rogers, Assistant State Librarian, Illinois State Library:

Thanks to you, Miss Rogers, for making it possible for me to attend the 16th annual meeting of The Society of American Archivists, Oct. 27 and 28, 1952. I appreciate your kindness and consider it a privilege to meet with such important people. It has always been a pleasure to travel with you and this trip was no exception. All the extra-curricular activities were of interest and added much to the inspiration and pleasantness of the meeting.

Meetings were held in the La Fayette Hotel. The program was a full one opening with an address of welcome from Dr. H.L. Donovan, President of the University of Kentucky. Dr. Donovan invited us to visit Transylvania University, the first college established west of the Alleghenies; the Bible College; the University of Kentucky; the tobacco warehouses and above all to "See the Horses".

Two general sessions, on Monday, Oct. 28, were devoted to Technical and Practical Problems Faced by the Archivist. Capt. Victor Gondes, of the National Archives presided at the morning session.

This session on Technical problems dealt with bindings, fires and writing inks. The first paper on Bindings was presented by Harold W. Tribolet of the Lakeside Press.

Mr. Tribolet pointed out the necessity of considering the value of books to be bound. Rebinding of rare books should be done only by skilled craftsmen. The spirit and purpose of the volume should be considered in designing it. Replica binding, or period binding can be done by careful craftsmen. He stressed the importance of the care of vellum and explained the method of "drum stretching". He cautioned the use of an iron to press vellum. Never treat vellum with oil and store vellum bindings in a cool spot. Saddle soap may be used on the edges, if used with great care.

The use of scotch tape was discouraged. Do ^{not} use for even temporary repairs as it stains and is difficult to remove. Valuable documents should never be mounted on card board with paste as the card board is highly acid and is likely to not only discolor but the permanently harm the document. Valuable documents should not be exposed to strong sunlight for any length of time. Dusting was recommended to clean cloth bindings and he stated that experiments were being made to avoid mildew.

Frequent ventilation is recommended. Air conditioning was recommended. Attention to removing excess moisture is important.

Suggestion for lettering along the spine of a volume were given, reminding us that the title should be legible and easy to read.

The second paper on "Fires" was prepared by Erwin C. Zepp, Director of the Ohio State Archaeological and Historical Society. In his absence his paper was read by Dr. John H. Sterly(?) or Sterrell?

An account of the Ohio State Museum fire, which occurred in 1951, was given. We were reminded that abuilding may be fire resistant but not fire proof. In remodeling, the four level stone building, in which the Museum was housed, one wall was exposed to an open court. Canvas was spread over the exposed area to protect it from rain and weather. Workmen were cautioned about the use of welding torches and no smoking was the rule. Although, written in these contracts is a statement for fire insurance, stating that no workmen should leave the premises for a period of 30 minutes after using welding torches

canvass caught fire or was burned by sparks from the welding torch. The workmen were careless about the precautions stated in the contract and eventually the inevitable happened. Great damage was done when the canvass caught fire and fanned by a high wind the spread to the library. Thought little damage was done to the building great damage was done to valuable documents in the library. Metal shelves were melted and documents were burned or seared by live steam, as the water was poured in on the burning building. At least 10,000 documents were a total loss, 200,000 damaged and 15,000 of a collection of 50,000 newspapers were badly damaged.

Methods of salvaging, recommended by experts, were used. Newspapers were torn and placed between pages of the volumes to help absorb the moisture. Periodic turning of pages and replacing of newspaper blotters were made. Shelves were constructed to make it possible to spread out the documents and "Oasis" humidifiers were installed. Heaters maintained heat necessary to dry out the documents.

Mr. Brigham, Mr. Gosnell and William Barrows were called for consultation. Mr. Barrows helpful advice was followed and manuscripts were later sent to him for lamination. Within 16 months one-third of the volumes were returned to the shelves, less than 5 percent have now been restored, one and one-half years later.

The necessity of drawing out the moisture, with heat and humidifier, as speedily as possible and the need of qualified persons to do the work were stressed. "No Smoking" should be the rule in all libraries and archives. However, the fire did not start from careless smokers but rather from careless welders, who left their work before the thirty minute precaution period. Examples of documents "before" and "after" lamination were displayed.

The paper on Writing Inks by William J. Barrows of the Virginia State Library injected a bit of entertainment in the morning session. Using a "chalk talk" method of presenting his paper Mr. Barrows, with visual aids, described the use of various inks, displaying their harmful effects on paper, their transfer from one paper to another, the chemical action of certain inks and the solubility of carbon and iron gall inks. Iron gall ink will fade when exposed to strong light but can be washed.

Mr. Barrows demonstrated the various chemical reactions of certain chemicals in giving ink color and removing color. He explained the harmful effects of sulphuric acid. He related an old recipe for making ink which was to be "boiled as long as it takes to say the Lord's prayer three times."

He closed his paper by demonstrating the "Gentle Art" of Faking" by stating that the document which he was passing among us was signed by one who had never seen the typewriter upon which the message was written. Yet his signature appeared upon the paper. The document states: "These chairs are getting hard. I wish Bill Barrows would quit talking. Bill McCain, President"

The meeting adjourned following an invitation to join the National Society of Autograph Collectors, organized in 1947.

At the luncheon, William H. Townsend, author of "Lincoln in His Wife's Home Town" and President of the Kentucky Historical Society presided. Following the luncheon, in the Ball Room of the LaFayette Hotel, Dr. Thomas D. Clark, of the Department of History of the University of Kentucky read a paper on Research Experiences in Business Records. This paper dealt with records of small business firms which reveal so much concerning the history of our country. As an example Dr. Clark related the story of the two young men, Dyke and Hynd who realized the need of safety appliances in mines and other industries. With the help of Edison a miners lamp was invented. Lacking the necessary financial aid they appealed to a banker who loaned the money to finance their project with the proviso that all lamps would be rented

This procedure continues today. The introduction of the safety lamp in mines has cut the death rate from 5,000 in 1914 to none in 1949. This small business has made a real contribution to the history of industry in the U.S.A.

The records of the Title Guaranty and Trust Company presented an interesting story concerning business. Inventories of the company are made on Cardex cards. In checking one item, which was questioned as to its entry "Bady, Humer. 1" it was found to be an old tobacco can containing the ashes of a member of the family not yet interred. The records of the family were being held due the estate being held in litigation. A bit gruesome but nevertheless an example of what may appear in archival records.

Records of the Montana Chemical Company revealed interesting data concerning saccharin. John Edward Queen, purchasing agent for a drug firm listed saccharin at \$ 6.00 a pound in 1901; in 1906 it was selling at 60¢ a pound. This agent's cash book revealed items listed as: "Notebook 15¢ Box of cigars, for Congressman \$2.85" Not profound but revealing interesting traits of business and the men who transact the same.

Dan M. Robison, State Librarian and Archivist of Tennessee presided at the afternoon session, held in the Fine Arts Building auditorium of the University of Kentucky. This attractive auditorium in a modern building on the campus was supposedly air-conditioned. With Indian summer temperatures out of doors and with the air-conditioning not working the auditorium was hotter than hot. We lived through four papers.

Leon De Valinger, State Archivist of Delaware presented a paper on "Annual Reports", stressing the point that annual reports must be attractive as well as informative. He suggested the use of graphs and the type of reports issued by business firms.

Gaston Litton, Archivist, of the University of Oklahoma pointed out the difference in university and business archives. Although both are business records university archives reveal special reports and special services. Mr. Litton's manner of presentation was unique in that he raised a question and did not solve it. For example: "What can archivists gain by serving on non-archival committees; do the policy making bodies differ; is it necessary to keep in touch with the news, the school paper, local city paper, state press, radio and TV; how should archival repositories serve the teaching research staff, the administrative staff, local history and fields of social service? Does the centralization of equipment and personnel serve the university and researchers better and why or how? These were questions and others were to be further discussed at a breakfast meeting on Tuesday. The university archivists had held a pre-conference meeting on Sunday afternoon at the Lafayette Hotel.

Wyman Parker, Librarian of the University of Cincinnati presented one of "How the Archivist can aid the researcher". Every aid should be given the researcher in using archival material. Microfilming of manuscripts and documents have helped considerably. Catalogs, bibliographies and inventories should be available for the researcher.

W.B. Jillson's paper on "Indexing" extended the ideas of Dr. Parker. Mr. Jillson, of the Kentucky Historical Society was a bit disgruntled until he was on his feet reading his paper. We were late in beginning the afternoon session and the Chairman, being eager to close in time, for the tea at Maxwell House, there seemed to be some question as to the last person on the program being given time to read his paper. This put Mr. Jillson in a very unhappy mood for he had worked long and hard to prepare his paper. I heartily agreed with all his suggestions as to indexing everything. How one could ever have a staff large enough to index all the material as suggested presents a problem, but in theory it is sound. He suggested that material be divided as to bound, unbound, notes made of miscellaneous material but carefully indexed all this would be brought together. Hassel's Index to

government documents and other prepared bibliographies were suggested as examples of the type of index necessary to good archival service to the researcher. Copper's Va. Independent Gazette was another index mentioned.

Photostats of source material; bound, listed and cataloged; photographs with name, date, description on card filed in the catalog; indexing newspapers, were among the suggestions offered. Mr. Jillson stated that newspaper morgues might be studied for suggestions in quick indexing of some types of archival material. Microfilming of land records, and other material carefully indexed and filed in a card catalog. Mr. Jillson went on to say "Every item should be indexed and described" This, I believe, is what has been done in the Illinois Archives, although there is yet much material not yet indexed or cataloged. The project goes on ad infinitum.

Following the afternoon session we adjourned to Maxwell House, the home of Dr. and Mrs. Donovan's Tea. President Donovan's library staff and faculty members made the Tea a memorable one. This lovely home, on the University of Kentucky campus, is near the library and the Fine Arts building. Tea, Coffee, delightful little sandwiches, cookies and candies made the party a festive one.

The annual dinner of the Society was held Tuesday evening at the La Fayette Hotel in the ball room. About 150 persons attended this meeting. Mr. Roscoe B. Hill, of Washington, D.C. presided. This was a memorable occasion for Mr. Hill. In his introductory remarks he stated that he felt that he was perhaps responsible for the President of the Society, Lt. Col. W.D. Mc Cain entering the field of Archives. An original poem, by Mr. Hill, revealed his pride in the work accomplished by Col. Mc Cain.

Col. Mc Cain is Director of the Mississippi Department of Archives and History. He gave a splendid address. Pointing out the work done in the management of records in the past he stressed the fact that now the time had come to the study and promoting the need of guidance in the creating records. He cautioned archivists to beware of the danger of letting "records engulf us" and declared "too often we see business and government bog down in the masses of ill-kept records." He pointed out that the vast bulk of records sometimes discourage and repel the researcher. "There have been times when I have wondered if the care and demands of our cemeteries and records would not eventually sap our productive powers" Col. Mc Cain declared.

He pointed out the blind spot in the thinking of the archivists of this country which caused them to give too little attention to the value or usefulness of records. "We have done much toward the management of records. It is now time to think more of the creation of records and to discard those records which are not essential to the researcher." Col. Mc Cain went on to say: "Too many of us are filing fools" and believe everything written upon paper is sacred. More attention must be paid to records of permanent value.

My impression of Col. Mc Cain was changed. Heretofore I had thought him aloof and smug but his fine address revealed a real appreciation of the field of archives. Mr. Hill had good reasons to be proud of his protégé. Col. Mc Cain looked very nice in his uniform, which he hopes to discard for civilian dress within the next four months.

Col. Mc Cain presided at the business meeting which followed his address. Mr. Roger Thomas, of the Hall of Records, Annapolis, Maryland, presented a splendid report upon the activities of the Society for 1951-52. Newly elected officers for 1952-53 are as follows:

William D. Mc Cain, President
Theodore K. Schellenberg, Vice President
Roger Thomas, Secretary

William D. Overman, Treasurer
Morris L. Madoff, Council Member

Several members of the Institute for Archives of 1951 were in attendance at the meeting. Hedda Johnson, of the Univ. of Louisiana, Mary Bryan of Georgia State Archives and History Department, Bradley Mitchell, Cornell University. We sat together at the dinner and enjoyed the fellowship of others sitting near us. We regretted Dr. and Mrs. Posner's inability to attend the meeting.

Tuesday morning found us at breakfast at 8 o'clock with other State Archivists. Mr. Harwell, of Texas, Miss Case of Connecticut, Miss Jacobson, of New York, and Mr. Browne of Minnesota were my breakfast companions. Following breakfast we adjourned to the Red Room for our meeting.

Mrs. Dolores Henze, Archivist of Colorado presided in the absence of David Dunaway. Summaries of various surveys were presented.

Dr. Morris Radoff, Archivist of the Maryland Hall of Records, sent copies of his paper on a survey made of Salaries. This was read by Frank Burton. The purpose of the survey was:

1. to concentrate, in the hands of this committee, all of the information about archival salaries now available, so that members of the Society of American Archivists who find it necessary to have information of this kind may get it by writing to the committee rather than having to circulate all of the members of the Society;
2. to summarize, as briefly and as graphically as possible for all the members of the Society, the present salary situation throughout the country, with comment and recommendations of the committee.

Letters, rather than forms, were sent to the institutions listed in the directory of Archival Agencies of the States and Territories of the U.S. Inquiries were made of 43 states. For lack of information as to the record custodian: Idaho, Maine, Montana, New Hampshire and Utah were sent no letters. Nevada replied that it had no record custodian. No replies were received from: Arkansas, Indiana, Iowa, Louisiana, New Mexico, North Dakota, Ohio, Rhode Island and South Dakota.

The lowest salary reported was \$ 2,178, a specialized position ... Two institutions reported salaries of \$ 3,000. In one of these states, the archivist had little technical or administrative responsibility. For the rest of the states the lowest scale was \$ 4,000 a year; the highest \$ 8,250.

The Middle Atlantic States pay higher salaries due, perhaps, to the fact that these states are relatively wealthy and the archival agencies have been established for a relatively long period of time.

Dr. Radoff pointed out that at least 32 states have active archival establishments. A significant increase over the number of archival establishments of this kind which existed ten or fifteen years ago.

In conclusion, Dr. Radoff's stated: "since these establishments differ so much in function and organization, it is almost impossible to give a true comparative picture of salaries. ... More and more our chief functions are care of the non-current records of the state and records management. Most of us in time will devote all or a greater part of our time to these two functions whether we like it or not. If that should occur, then it will be possible to give a truly comparative description of archival salaries."

Mrs. Mary Bryan, Archivist of Georgia, gave a summary of "Laws" concerning Archives. A bibliography of articles used in making her survey was given, but too rapidly for me to take intelligent notes. Mrs. Bryan requests all laws passed by the various state legislatures be sent to her, as Chairman of the Committee, for use of all Archival departments and agencies.

Leon de Valenger, presented a summary on "Disposition of Records". The results of this report were based upon a questionnaire sent to the various states. The questionnaire revealed that an assortment of officials of the states are given authority in the disposition of records. In some instances the Attorney General, others the Secretary of State or the State Librarian and the Archivist. In many instances the law may say one thing but an entirely different procedure is followed. The committee recommended that the Archivist should be the one person who would have better knowledge of the records and therefore know which should be disposed of. Mr. de Valenger feels that the Archivist should have the authority to dispose of records as he sees fit.

Mrs. Delores Menze, Archivist of Colorado read a report upon the "Survey of Micro-Photography in State Agencies". This survey, undertaken by Mr. John Benamiale of Vermont for use in his own organization, was turned over to the Committee on State Archives for the American Society of Archivists. David Dunaway, of the Oregon State Archives, was Chairman of this committee and asked Mrs. Menze to complete the survey.

Questionnaires were sent to the 48 states, together with letters, totalling 325 with 225 responses. No information was received from 5 states, namely: Montana, North Dakota, South Dakota, South Carolina and Rhode Island. 196 departments, in 43 states, utilize microphotography of records.

16 states have a central agency for microfilm work, this work is generally done on a reimbursement basis for the departments. It is the opinion of the committee that the lack of rigid control, being vested in the Central Agencies, needless microfilming of records has occurred when an intelligent disposal program would have better served the purpose.

32 states have departments with ~~at least one full-time operator~~ more than one full-time operator (varies from 2 to 10 persons)

5 states have departments with at least one full-time operator

6 states have departments with only part-time operators or contract microfilm work.

Camera equipment in use:

Recordak in the majority

1. Recordak
2. Remington-Rand
3. Diebold
4. Bell-Howell (Burroughs)

Departments in various states making greatest use of microfilm are:

1. Bureau of Vital Statistics	33	states
2. Archives and/or History Agencies	24	"
3. Revenue and/or Finance	22	"
4. Employment Security and/or Welfare	22	"
5. Motor Vehicle	15	"
6. Highway Department	13	"
7. Personnel and Civil Service Records, or Retirement...	10	"
8. Game and Fish	4	"
9. Other departments	27	"

Following the post-breakfast meeting of State Archivists the third general session of the Society was held in the Red Room. This session

on Business Records was in charge of Mr. Emmet J. Leahy, of the National Records Management Council.

Mr. Leahy's outline pointed out:

1. The rate of growth
 - a. The growth of archives in business is spectacular, 100 companies have installed archive agencies. Growth greater than that of government from 1941-48
 - b. Large appeal to companies
 - c. Experience has taught that it is helpful to have facts available.
2. Nature of the program
 - a. Archives and record management
 - b. Program is comprehensive
 - c. Plans followed that of the Hoover Commission
3. Career opportunity

\$300 a month, 4 years ago
 \$10,000 a year, less than 1 year ago
 \$20,000 a year, 3 months ago, to head Archives and Record Management program.
4. Need of younger people to attend meetings of the Society of American Archivists.

The first paper to be presented was on The Ford Motor Company Archives. In as much as the paper will appear in a future issue of the Archivist and that the meeting will be held in Detroit next year, Mr. Henry E. Edmunds, Archivist of the company did not read his prepared paper. He rather extended a cordial invitation to "Fairlane", the home of the Fords, located in part of the 15,000 acre Ford Farm. The house, a Frank Lloyd Wright, mid-victorian line stone structure of 50 rooms stands within a 1 1/2 acre garden. The Archives, now housed in Fairlane, are not a part of the Ford Foundation but rather a department of the Ford Motor Company at the management level. Records of the company are open to scholars and students for study. For obvious reasons records concerning the competitive field are not. The archivist feels that this collection of private archives has a public responsibility.

Included in the collection are 300 guided interviews on tape recordings; oral historical recordings. The historical recordings are begun with information from original records then to the individual. It is hoped to have the meeting in the summer when the flowers will be at their peak. Mr. Edmunds invitation was most cordial.

Herbert A. Keller, director of the Mc Cormick Collection, now housed in the Wisconsin Historical Society, at Madison, gave his usual interesting account of The McCormick Historical Collection. He briefly reviewed the inception of the collection, established in 1885. In 1912 the collecting of records was pursued more carefully by a retired lawyer, then later by a retired minister until 1915 when Mr. Keller took charge.

From a collection of 10,000 manuscripts and printed items it has grown considerably under Mr. Keller's careful direction. The collection contains, among other things, personal papers of the family; business records; records concerning the Mc Cormick reapers; new projects of the family, railroads, mines, etc.; and philanthropic papers. Mr. Keller has found records of 1848 which relate that the Mc Cormick reapers did not sell well in the south as slave labor had difficulty in operating them.

Questionnaires sent to the agents concerning the Granger movement from 1870-1873 reveal interesting data; supplementary papers to the collection help to understand the Mc Cormick collection which has grown to 50,000 manuscripts and 10,000 or more printed documents and volumes. Other additions include: Davidson collection, a lawyer for the McCormicks in Virginia;

Governor McDowell's papers give political information for the period of 1840-50; a picture of economic life around Lexington, from the time of the American revolution until about 1880 is given in the account books.

Records of Major Thomas Massey, who was with Washington, moved to Harpers Ferry and later to Nelson county acquired some 30,000 acres of land. At the death of the Major his son Henry, who drank too much, was given nothing, however, his family turned out alright; Thomas was given one plantation; William got four plantations.

William married four times and had three sets of children. A friend of Cyril McCormick he made his first trip north in 1830. His advice to his children was to sell all but one plantation and buy land in Chicago. They failed to heed his advice and during the civil war all plantations were lost. William's daughter, Florence Massey, married and made money in the cosmetic business. She has now bought back all four of the plantations near Lexington.

The McCormick collection is used considerably by scholars. The collecting of material continues. A trust fund, set up by the McCormick estate, and certain monies of the Wisconsin Historical Society make the administration and collecting of the material possible.

Mr. Keller is indeed an interesting speaker. He has that happy faculty of sharing his knowledge and the love of his work with others.

On Tuesday, Oct. 29, at noon we left by bus for Frankfort. Luncheon was served at the Frankfort Country Club. The building is a large brick one, with a large dining room with picture windows overlooking the golf course and the rolling hills beyond.

Wayne C. Grover, Archivist of the United States, presided at the meeting following lunch. He introduced Archibald S. Bennett, General Secretary of the Utah Genealogical Society who gave an interesting account of the Record Copying Program of the Utah Genealogical Society. This Mormon Society, founded in 1844 is directing a monumental micro-filming program. Since 1938 records have been filmed in Finland; Sweden; Holland; Germany, where records were found in old mines, where they had been place for safe keeping during the war; Iceland; Mexico; Switzerland, where canvas bags held church records, often they were brought down the mountain side in pack trains to the village for microfilming; in Scotland permission was refused in 1940, but granted in 1946; just recently permission has been granted in France.

At present the society has 24 or 26 cameras in the field and they copy at the rate of 100,000 pages of records a day. They now have something like 775,000 rolls of film. One copy of the film is given the owner of the records and the other kept by the society. This is done without cost to the owner of the records. Mr. Bennett expressed the wish that more state agencies would start copying genealogical records.

The afternoon session was held in the Senate chamber of the Old State House, in Frankfort. This historic building, which now houses the Kentucky Historical Society, contains many items of historic interest. To mention a few: Portraits of former Governors of Kentucky hang in the Senate chamber along with General Santa Anna's epauletts (1847), but no wooden leg; Chief Pontiac's tomahawk; Floyd Collins relics and a lock of Colonel John Floyd's hair. Relics of the War of 1812; and the Mexican War, a collection of dolls and a beautiful harpsichord were also on display.

Lawrence Thompson, Director of the Libraries of the University of Kentucky presided at this session. Three papers on Regional and Local Collections were presented. The room was hot and stuffy, the acoustics poor and every one of the speakers "muttered in their beards". Why do intelligent people spend weeks and months writing and rewriting carefully planned papers on important subjects and muffle the whole purpose of the paper by failing to speak above a whisper or mutter?

Ludie J. Kinkaid, Curator of the Filson Club, digresses constantly from her paper and those in the front row who could hear her were unable to follow her as she seemed to be thinking aloud most of the time.

As I recall Russel H. Anderson, Director of the Western Reserve Historical Society, presented a most interesting paper at the meeting in Madison, but evidently he was following the tempo of southern leisureliness and was too relaxed to speak loud enough for those not directly in front of him to hear. I was disappointed.

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The post-conference tour of the famous farms near Lexington; luncheon in Berea; The Henry Clay Home in Lexington; stops in Bardstown, Ky. with its historic "Old Kentucky Home" made famous by Stephen Foster who visited the Rowan's mansion on many occasions; the Talbott Tavern, today a historic Inn, where murals painted by Louis Philippe and his brothers, while in exile during the French Revolution, have been preserved and repaired following the "James James Boys" use as targets; the visit to St. Joseph's Proto-Cathedral with its famous paintings, the gifts of Kings; Wickland the home of three governors; Nancy Hanks Lincoln State Memorial in Spencer county, Indiana; the Knob Creek farm; the Abraham Lincoln National Historical Park, near Hodgenville, Ky.; Santa Clara, Indiana; beautiful Brown county, with its "winding roads"; Nashville, with its "country store" and "art center" to say nothing of the pleasant company added much to the sixteenth annual meeting of the Society of American Archivists.

Thanks again for making it possible for me to attend this meeting.

Respectfully submitted,

Anna Scheffler, Archival Assistant
Illinois State Library

November 10, 1952

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SOCIETY OF AMERICAN ARCHIVISTS
Annual Meeting, Oct. 27-28, 1952
Lexington, Kentucky

Miss Rogers, Miss Scheffler and I attended the archivists' meeting at Lexington. There was a good attendance - 120; as usual many of the easterners stayed home. Although I enjoyed the meeting and the opportunity to visit with friends old and new, I did not find the meetings stimulating. For one thing, there were too many papers descriptive of special archival collections - the McCormick collection, the Wilson club, the Cornell archives and Western Reserve. The information given was valuable, but it is almost impossible to make such descriptions interesting to an audience. Of these, Herbert Keller's informal talk on the McCormick Collection was most lively and interesting. Miss Fox's paper on the Cornell collection, given in a low monotone voice from a sitting position, and therefore impossible to hear, raised a number of questions on which she was asking advice. Unfortunately there was no time for discussion.

If there was one outstanding fault with the program it was this lack of discussion. Although every chairman of the sections managed to run his program within time limits, this was accomplished at the sacrifice of discussion. Most of the papers definitely called for comments and questions. Two sessions especially had much meat for discussion - the one on technical problems and the state archivists meeting.

Presumably there were the usual "bull sessions" in various rooms, but I did not get in on any of them this time. Most of us were too tired to talk shop after these very full meetings. I did have two rather lengthy conferences, one with the Tennessee State Library and Archives group and one with Mr. Patterson, assistant archivist of Indiana.

The new Tennessee building will be finished next spring. Meantime Dr. Robison has begun moving some materials in, though I do not know what. Also he recently had to remove 90 tons of records from the attic of the Capitol as engineers feared the floor might give way and damage the legislative chambers below. At present this material is stored in the Senate chamber but this will have to be cleared out before the legislature convenes. Dr. Brown of Minnesota, who visited Nashville after the meeting, tells me that Dr. Robison plans to move all the books from the upper balcony stacks, by hand, down those winding steps. Dr. Brown asked why they didn't build shoots, but Dr. Robison replied he could get all the prison labor he needs to carry the books down. He both remarked that that sounded like many months' work. Dr. William J. Alderson, a recent Ph. D. from Vanderbilt has been appointed assistant archivist. You will remember that Dr. Robison was quite concerned about Mr. Quarles' reaction to the appointment of a probable successor. Fortunately Mr. Quarles seems happy over this selection. He says he knows he will have to retire before long, and he likes Dr. Alderson very much - says he is a hard worker and receptive to instruction. Dr. Robison wants to send Dr. Alderson here for a week or two a little later on.

My conference with Mr. Patterson concerned the Indiana microfilm plans. The state administration thinks the most economical operation would be to concentrate all equipment in the State Library. I told him that we feel here that the making of microfilm copies of records is a process of creation of records and should be the responsibility of the department. I warned him of the likelihood that attempts would be made to shift the blame for imperfect records to the archivist; that the archivist is a conservator, not a creator of records. Mr. Patterson is more worried over the large expenditure needed to set up the laboratory - so many varieties of cameras needed. I told him that is another objection to a central microfilm laboratory. I told him that we give departments who seek advice a list of companies making cameras and recommend that they study all makes first to determine which camera is best adapted to their specific needs. Another difficulty met by a central microfilm agency is the establishment of priorities for doing the work, and the cost of transporting records to the laboratory to do the work. I asked why Miss Pierson was not at the Lexington meeting. Mr. Patterson said Mr. Brigham thought it more important for her to attend the Adult Education Conference at Lansing the preceding week. "Miss Pierson is now an assistant director of the library and most of her time is taken up with library administrative duties. I think she is rather unhappy over having to neglect the archives," said Mr. Patterson. So, once more, I am glad Mr. Brigham's recommendation for a similar set-up here was not put into effect. Mr. Patterson also hopes to visit us soon.

Before taking up the program in detail I might mention that following the meeting we visited historic Bardstown and the Lincoln shrines at Hodgenville and Knob Creek, Kentucky, and Lincoln City, Indiana.

Some Technical Problems Faced by the Archivist

The first session was presided over by Victor Gondos. President Donovan of the University of Kentucky gave us a cordial welcome.

This first session was devoted to the general topic of "Technical Problems of the Archivist." The first speaker was Mr. Harold W. Tribolet, the rare book binder at the Lakeside Press spoke on Bindings. He tried to condense a lot of information in a brief space, emphasizing the fact that archival records being unique should not be bound in the usual commercial style. There was nothing new to me in what he said, though I should have liked an opportunity to ask some questions. Because he spoke rapidly my notes are somewhat disconnected. He said that in general one should repair bindings if possible, but if the original binding was badly done the book should be rebound. He warned against temporary repairs with glue, paste, Scotch tape, etc. These materials decay and discolor the papers. He said there are no new techniques where hand work is involved, and nothing else should be used on rare books. The best binding still employs linen thread over cords. False raised bands are usually a fake - they drop off and are not justified.

Second, good leather is essential and old tanning methods are still best. It is hard to get good leather today. The natural protective chemicals in skins should be retained and also the natural grain. Leather should be used as close to the natural thickness as possible - no splitting. For small books small skins should be used since too thick leather will break. The book should be carefully forwarded and even.

There is no end to the design possibilities for leather tooling, but one should avoid excessive amounts. Pictorial tooling is not good - stylistic patterns, especially geometrical design being best. The pattern should fit the purpose.

As to backbone labels: The way these are lettered depends upon the thickness of the book. Do not use small type horizontally but rather, vertically. If you will store the volume horizontally the type should run from the bottom to the top, if not, *vice versa*. He repeated that legible type sizes should be used.

Replica binding is done by copying the original binding. If the original cannot be found, use a binding of the period. He mentioned ways by which binders add patina to their tooling dies for this replica binding. Most binding can be restored no matter how bad the original. The binder is not the one to decide whether the original should be restored or whether replica binding should be employed.

If the original binding is to be restored he gave certain warnings, such as to avoid creating abnormal rigidity. New materials are often used for spines over old sides, and these new materials extended far enough over the old to protect the binding. He advised against bindings that encourage the use of a hard leverage top.

End papers should be matched to the original papers but be sure that paper is strong and chemically inert.

Marble end paper patterns are reproduced by painting the pattern on plain paper.

Parchment can be repaired with vellum, tapering and beveling the patches. Surgical gut is used in sewing. He described the method of flattening parchment by ~~stretching~~ moistening and stretching over frames with weights - the principle of drums. Never use a heated iron on vellum as it is sensitive to atmospheric conditions and the heat will cause new lines. After stretching and flattening the vellum should be weighted down by volumes and placed in a cool spot.

Saddle soap is used to clean leather bindings but be careful not to rub this over tooling.

Holes in paper can be filled out. Repairs should be made early. Missing leaf corners are filled out by matching paper of the same thickness, color and texture, beveled so as not to thicken the page. Facsimile inserts made by photographic processes were described.

Paper splitting though spectacular is fairly simple. When paper is split and a strengthening sheet placed between the process is called Graingerizing after the inventor.

Foxing and mildew can be treated with a chemical bleach and the paper placed in a gelatine bath. In washing printed paper watch for running of soluble substances. Place a resist over inscribed areas. Exposure to violet rays and sun will check foxing and mildew but both have a fading and disintegrating effect. A vapor bath will check but not bleach.

Silk crepelin is not too durable but if protected will last fifty years or more. Other methods of repairing paper are by mounting on linen, tissue or rag paper and by plastic laminating process, this last being resistant to mildew and handling. Other materials should be added for a binding edge.

Scotch tape should never be used for repairs of paper or binding. The adhesive stains. Solvents can be used but you cannot always remove the stains. The manufacturers recognize the danger.

Paper should never be mounted on cardboard which gets brittle and is usually highly acid. If you must mount, use a rag board and separate the paper from the card board.

Framed items should be mounted to an acid free board and protected from direct contact with the glass. Avoid exposure to sunlight or use special glass or plastic to filter the rays. Seal against dust and moisture.

Cloth bindings should be dusted only, though you may treat them with fungicide if mildew is present. Leather bindings should be treated with oil and potassium _____?

Of course all should be protected against insects and kept in a pure atmosphere with about 50% humidity and 70° temperature. Avoid overheating and dehydrating chemicals. Do not pack too tight and ventilate freely.

Mr. Erwin C. Zapp, director of the Ohio State Archaeological and Historical Society sent Dr. Sterrill (?) to read his paper descriptive of the salvaging of manuscripts which went through a fire in his institution in June of 1951. The fire was caused by careless welders who disobeyed safety precautions called for by the contract. 200,000 manuscripts were destroyed or damaged, of which 10,000 were a total loss and the rest charred and watersoaked. 10% of the books and periodicals were lost and 1500 of the 50,000 newspapers affected. 13,500 rolls of microfilm and the rare book collection were not involved in the fire.

Dr. Zapp's paper was concerned with a description of the salvage operations. Of course the first step taken was to dry out the books and papers. Books and newspapers were taken to classrooms. Manuscripts to the new library. Lumber drying racks made of 1x6's were erected for newspapers which were laid open on open racks. One person was occupied for several weeks in systematically turning the pages.

Books and periodicals were stood on end with pages ruffled. Starch and slick paper caused many pages to stick together despite this precaution.

With manuscripts emphasis was put on preventing mildew and drying. Pieces of absorbent paper were put between each page. It was found that newspapers could be used but as soon as possible blank newspaper stock was obtained. Manuscripts were given priority in treatment of damaged holdings. Some student help was used, but was unsatisfactory because most of the students were to ignorant about the handling of fragile papers. Sets of shelves were set up in the reading room and the manuscripts piled four or five high on each.

Dehumidifying machines were borrowed and rented and circulating heaters kept the room temperature upwards of 100 . The doors and windows were kept closed. This drying process went on for two weeks. No mold developed on the manuscripts but books molded in two days.

Next came the preparation of manuscripts and selection of books for destruction. Dr. Gerner came from the Library of Congress and Harold Brigham of the Indiana State Library (who had had flood experience at Louisville), and William Barrow.

Newspapers were removed even if they could not be salvaged. The size of manuscript piles was reduced and those needing lamination sent to Barrows.

Sixteen months after the fire one third of the salvagable books have been returned to the shelves but less than 5% of the manuscripts have been restored. It has been necessary to establish priorities based upon replacement necessities and possibilities.

The contractor is being sued for \$100,000 damage. The attorney and the staff are working on reports and these will probably be printed. Dr. Zepp referred to the report on the N. Y. State Library fire of 1911 as a model.

In summary he stated that speed is imperative in the early hours, also control of humidity. He emphasized that only qualified persons should be allowed to work at salvage procedures.

The third paper on Writing Inks was a sort of "chalk talk" by William J. Barrow of Virginia. He said that prior to 1850 all black writing inks were made either of carbon or iron gall. Carbon inks are made of carbon held together with gum arabic. Carbon inks cannot be bleached by sun or chemicals but can be smeared or washed off. Iron gall ink can be washed without the ink running but it can be bleached. Alterations however can be detected. Dr. Barrows then illustrated the chemistry of manufacture. Acids in this type of ink eat paper, the ink has a tendency to feather, and acid migrates to sheets of paper in contact with it. There must be a proper balance between the chemicals used. Generally the ink turns brown with age.

Dr. Barrow said the latest development is ink lifting, apparently a development from this iron gall chemistry, but at present a secret process. He says it is possible to "lift" a signature or other writing and affix it to a manuscript which the author never saw. He illustrated this and ended his talk by passing a note purporting to be from President McCain, "You've talked long enough. Stop. Bill McCain." This looked authentic but Dr. Barrow said Dr. McCain had never seen it.

Dr. Storm of the National Society of Autograph Collectors invited archivists to join this society. Both societies are cooperating with the Library of Congress in a new edition of the National Register of Manuscripts to come out next year.

Luncheon Conference

William H. Townsend of the Kentucky Historical Society, best known to most of us as the author of "Mrs. Lincoln's Home Town" presided at the luncheon. The paper by Thorn D. Clark of the History Department of the University of Kentucky was read in his absence by a colleague from the University. I did not take notes on this as the paper was largely anecdotal and intended to illustrate the historical value of the records of small business concerns. It was a very interesting paper.

Monday P. M.

Some Practical Problems Faced by the Archivist

This meeting was held at the Fine Arts Building of the University of Kentucky. Dan Robison, State Librarian and Archivist of Kentucky presided. Annual reports, University Archives, How the archivist can aid the researcher and indexing were the topics.

Leon DeValinger of Delaware discussed Annual Reports. Reports are the best ambassadors of good will, recounting to officially the accomplishments, program and needs of the institution. By nature these should contain a comprehensive statistical summary. For compilation of reports an office diary will be found most useful, especially if they provide running notes under categories and graphic sections on events occurring.

As to the contents of reports. The archivist must decide how much should be included, what items are most essential. The report should tell what has been done, how much this cost and what is to be done - plans for the future, additional assistance needed. Outside assistance received must be acknowledged. Archival legislation must be discussed.

The style and format. Typed copies can be employed but usually more copies are required so that duplicating devices should be considered. The design should make as good an impression as possible. Dr. DeValinger suggests that archivists can profit by studying the annual reports of corporations to stock holders. Normally these are too expensive for the archivist but he can learn methods from them.

Dr. DeValinger deplored the fact that very few reports are submitted for review in the American Archivist. He says archivists are avid for information about what their colleagues are doing and the report is the best medium for conveying that information.

Gaston Litton, archivist of the University of Oklahoma spoke on University Archives. He said that university archivists have a feeling of isolation since their problems are quite different from those of the state archivist. He posed a series of topics for discussion at two special sessions for university archivists--one held Sunday evening and one Tuesday morning. Among these topics are:

Should a committee of the faculty or key officials make decisions about the archives? How far are these purely advisory?

The local presses. What would work best in feeding news to student and to city papers.

Radio and T V programs. Are audiences large enough or powerful enough to justify their use? How present material to win support.

Personal contacts on campus are too often left to chance. These should be pursued systematically and in what priority?

Should the staff of the university archives have faculty status?

Should the archivist be an officer of administration and should his status be that of an administrator or an academic person?

If the archivist is to teach should this not be limited to the archival field and to local history?

Is any teaching too heavy a load?

How get support for a central archives for the institution? Stress the following arguments: Economy of storage space; office space in which records are kept requires more expensive furnishings and light than in a central repository (For instance the average filing cabinet suitable for office use costs \$75 as contrasted with \$4 for archival equipment) ; better coordinated reference service for all legal and academic resources and more suitable place for outside researchers; fuller care of valuables through records management procedures; more fireproof quarters; administrative responsibility for records should not be divided among the faculty; uniformity in treatment; services that can be given to research programs on the campus; the archives as a center for institutional history; relations with alumni.

Wyman Parker, librarian of the University of Cincinnati talked about "How the archivist can aid the researcher." He said it is the archivist's duty to microfilm his holdings and to keep track of his collections to cut down on book and document theft. A proper index of holdings will reveal treasures not known. He spoke of changes in interest with time and the fact that scholars often unearth treasures in supposedly already cataloged collections. The archivist should keep a record of the provenance of items and a record of scholars who have used the documents. Some institutions require users to sign statements as to the purpose of their research. Archives should be easy of access to scholars.

The evaluation of material is the duty of the archivist who should guard against fabrications and advertising hocus. He should pin down reminiscences. There is often deviation between a speech as written and as it was given. Some articles lie around for years before they are published. There are differences between releases

to the public in diplomatic affairs and the actual documents. Examples are the Yalta agreement, and the Marshall report on China. The archivist should be alert to forgeries and hoaxes and he cited several notorious examples including the Horn Papers published by the Pennsylvania Historical Society several years ago.

The archivist should disseminate information about materials in his institution and give this information wide distribution. Young scholars should be induced to work on your materials. Newberry and Huntington give scholarships to those using their holdings. You should inform scholars about material on their specialties which you hold.

Mechanical devices like fluorescent and violet rays should be available.

The archivist should familiarize himself with reference tools. He should be generous in pointing to other collections beside his own.

In closing Mr. Parker quoted from the 1877 presidential address of Henry Stevens to A L A to the effect that it is the duty and responsibility of the librarian to remedy the evil of unknown resources.

Unfortunately Mr. Parker struck a sour note in a casual remark to the effect that archivists seem to be a select group whereas libraries have been so short handed that they have picked librarians out of the gutter.

Mr. W. A. Jillson spoke on Indexing and one could only think of the saying "Of the making of indexes there is no end." No institution could possibly afford all the indexes he commands, but I am rather glad he did put so much emphasis on this subject. Many archivists, particularly men, dislike the tediousness of preparing indexes and tend to be supercilious about them. Mr. Jillson presented a comprehensive plan for indexing the holdings of an institution and cited published indexes which could be used as models:

- 1) Screen out your worthless books and catalog the remaining volumes minutely.
- 2) Indexes to books, Swen's Historical Index a good example.
- 3) Bound and unbound materials should be separately cataloged. Documents should be "alphabetically indexed." Cited were Hassel's Index to Economic Documents of the States and Jillson's Index to Kentucky land grants. Analytical indexes should be made not only of originals but also of transcripts and these should be printed. Example: Weeks' Calendar of Kentucky papers in the Draper Manuscripts; James Index of county records.
- 4) Photostats should be organized and bound to prevent wear and tear and loss and these should be indexed.
- 5) Photographs should be separately filed and cross indexed as in a newspaper morgue.
- 6) Newspapers should be bound in chronological files and indexed, Example: Peppen & Duffs Index to the Virginia Gazette; New York Times Index.

7) Museum pieces if worthy of preservation should be cataloged in the manner of a library. Every item should be listed even those in permanent storage. Guide books available to all should be prepared. These are more accurate and better liked by visitors than floor guides.

8) Paintings and busts should be indexed and should include biographical information on both subjects and artists, previous owners, etc.

Tea

This program was followed by a delightful tea at spacious old Maxwell Place, home of President and Mrs. Donovan of the University.

Annual Dinner

The presidential address was given following the annual dinner of the Society. Roscoe R. Hill of Washington presented President McCain in a graceful introduction, reciting an original and witty poem. I did not take notes on Col. McCain's speech but consider it one of the best presidential addresses we have had. He said that archivists have been talking so much of late years about the disposal features of records management that he thinks it time some one pointed out the positive side of our work - namely the fact that there are archival agencies because records are important. He then gave a splendid address on the value of records, tying it up, among other things, to our national defence against communism.

Business Meeting

The annual business meeting followed the Presidential address. The secretary summarized the reports of committees.

The following slate of officers was elected:

President: William D. McCain
Vice President: Theodore R. Schellenberg
Secretary: Roger Thomas
Treasurer: William D. Overman
Council: Morris L. Radoff.

I was appointed a member of the Nominating Committee for next year. Dorothy L. Taylor, retiring member of the Council is chairman.

State Archivists' Breakfast

Both the university and the state archivists held breakfast sessions on Tuesday. Mrs. Dolores Renze of Colorado presided in the absence of David Dunlavy, chairman of the Committee on State Archives. Reports were read from four sub-committees: Morris Radoff on salaries; Mrs. Mary Bryan on archival laws, Leon de Valinger on disposition of records and Mrs. Renze on micro-filming in state agencies.

Mrs. Bryan's report was read first. She summarized laws on organization, county records, disposal, etc. She requested that copies of any new archival legislation be sent to the committee on state archives promptly so that this committee can be a clearing house on such matters.

Mr. De Valinger gave statistics on disposal laws. 37 states and 2 territories replied to a questionnaire. 6 states have no disposal laws. In 4 states the archivist alone acts on applications

for destruction; in 9 states the archivist and one other official; 12 have commissions; in 4 the legislature alone has power to authorize destruction. The assisting officials include an assortment of titles-governor, attorney general, secretary of state, state librarian, supervisor of public records and the director of the budget. He pointed out, however, that in some instances the law says one thing but in practice it is done differently. He recommends that the archivist be given sole authority in the matter of destruction. These other officials are too busy with other affairs to give proper attention. The archivist should be competent to decide and if he isn't he should not be the archivist. I disagree with him for a variety of reasons I won't go into here.

Frank Burton of North Carolina read Mr. Radoff's report on salaries. He said the purpose of this study was to concentrate information in the hands of the committee and to summarize present salary schedules. The questionnaire was sent out as a letter rather than blank forms because he did not think a form would give a true picture. There is so little uniformity that no attempt was made to summarize for positions below that of archivist and assistant archivist. For archivist he differentiated between those having full general administration (14) and those having technical administration only (18). A copy of this report is appended so it is unnecessary for me to comment. Mr. Brown of Minnesota and I later discussed this and tried to figure out who got the middle western salary that raised the average. I don't know what his salary is and he does not know mine, but apparently both are below the average. Since most salaries in this area are tied to library salaries we concluded that the highest salary is probably that of Jesse Boell of Wisconsin. You will note that Indiana and Iowa did not reply.

A copy of Mrs. Renzes' survey of micro-photography in state agencies is also appended so it is unnecessary for me to comment. I checked the detailed analysis for Illinois and found no errors.

Business Records

Emmet J. Leahy presided over the Tuesday morning session on Business Records. In his introductory remarks he made three points about this field:

- 1) The spectacular growth in the field of business archives. 100 companies have already installed records management systems and 100 more are about to start. This is the most spectacular phase of present day archival work. For governmental as well as for business archivists the great volume of experience now at hand is a great source of strength.
- 2) The nature of these business records programs is comprehensive, embracing archives and records management in one package, following the Hoover task force report.
- 3) There are extraordinary opportunities for records management careers. Four years ago the maximum salary for such work was \$300 per month. Now there are at least four or five positions paying \$10,000 per year and one paying \$20,000. There is a constant back log of unfilled positions. Mr. Leahy noted that there were only two or three persons under 30 at this conference and said we should do more to attract younger persons to the Society's conventions and committee work, otherwise our organization will die.

Mr. Henry E. Edmonds, archivist for the Ford Motor Company gave us what he called a preview of next year's convention which is to be held at Dearborn. The Ford archives are not a part of the Ford Foundation but an administrative unit in the Ford Motor Company, at the management level. A policy of continuity in the records management pattern and safety and care of business records is at the center of its activity.

The Ford archives are housed at Fairlane, the Henry Ford home and farm which comprises 1500 acres in the middle of Dearborn "surrounded by the Ford Empire." The house is of lime stone in "Scotch Gothic" style, and has 50 rooms. It is large enough to house the permanent records of the company though some adjustments will have to be made. There are 13 acres of the gardens which were Mrs. Ford's hobby; 60 acres of lawns and gardens are set apart for the archives.

The Ford records are accessible to any scholar and only those relating to immediate competition are restricted. This is something new in company records and people can hardly believe that it is true. Rules and regulations are patterned after those of governmental archives.

Progress is being made in oral history technique and guided interviews with all sorts of people who have worked in or with Ford are being put on tape recordings. Mr. Edmonds discussed these procedures briefly.

The second and last speaker at this session was Herbert Keller of the Wisconsin State Historical Society. His informal discussion of the McCormick Collection is a model for persons who are asked to give similar papers. It was interesting and informative and Mr. Keller succeeded, I thought, in showing not only what materials are included but also in suggesting research uses. As he is preparing an article for Illinois Libraries along very much the same lines I won't take time to summarize my rather full notes.

Luncheon Conference

The final sessions were held at Frankfort. We were taken by bus, first to the Frankfort County Club for lunch, Wayne Grover presided, appropriately, - since he is a Mormon, and the speaker was Archibald F. Bennett, General Secretary of the Utah Genealogical Society. We are all aware that the Mormons make genealogy a part of their religion (a sort of post mortem baptism of their forefathers) and that they are copying vital records extensively. I doubt if any realized how much work they have already done.

The Society was founded in 1894 and the microfilming program began in November of 1938. Work was started in Utah, California, then they moved to Pennsylvania where first the Lutheran Church records and then the county records were filmed.

As of October 1, 1952, the Society has 24 to 26 cameras in the field and is copying at the rate of 100,000 pages of records per day and 2,000,000 per month. They have 775,860 rolls or 100,000,000 pages. Copy work in your institution is done free.

The Society gives one copy to the owner of the collection and keeps one copy. Thus far they have copied records in Denmark, Finland, the Netherlands, Great Britain and Ireland. They are now copying all wills of England and have 5 machines in Sweden. Work has also been done in Germany, Italy, Hawaii and Switzerland. Permission has been given for work in France where the local records are perhaps the most voluminous in the world.

We were sorry not to have had a chance to talk to Mr. Bennett about the possibility of his working in Illinois. I think it would be advisable for you to open correspondence with him on this subject since he seems to be in a receptive mood.

Regional and Local Collections

The final session was held at the Kentucky Historical Society at Frankfort with Mr. Lawrence Thompson, director of Libraries of the University of Kentucky presiding. Mrs. Lidle J. Kinkead of the Filson Club, Dr. Russell H. Anderson of the Western Reserve Historical Society and Miss Edith M. Fox of Cornell University described their respective institutions. The room was close, the acoustics poor and the presentations monotonous and I soon gave up any attempt to take notes. I suspect each of the papers will be valuable and informative in print but they were soporific then.

The Kentucky Historical Society is housed in the beautiful old State Capitol. The museum objects were well displayed and I suspect there had recently been a thorough house cleaning. Unfortunately none or practically none of the priceless manuscripts were on display and the accoutrements for the tea tables discouraged our browsing through the business and manuscripts sections which I for one would have liked to revisit.

A delightful reception with true old Southern hospitality closed the meeting of the Society of American Archivists.

The Secretary notified me informally that the Council has voted me an honorary member, with the idea that I should be able to enjoy the distinction while I am still active. My distinguished colleagues are Hilary Jenkinson of England, M. Braibrant of France and Solon J. Buck. I succeeded Dr. Victor Hugo Paltsits who died recently at an advanced age. Dr. Paltsits has been my mentor and guide for most of my career. He was at Albany when I first knew him, but had been head of the manuscript Department of New York Public Library for many years before his retirement half a dozen years ago. While I am on the subject I might mention the recent death of another friend, Mrs. Wilmer Lee Hall, wife of the former librarian of the Virginia State Library.

Respectfully submitted,

Archivist

The Archival Assistant in company with Photographer Jack LaHart passed the week of October 6 in Chester, continuing the microfilming of Randolph County records. Approximately 950 feet of film was exposed.

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In Springfield he checked recently processed films of Randolph County records.

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ARCHIVES ACCESSIONS
October 1952

Secretary of State

Index Dept.

Deeds to State Property	7 docs.
2 cases	
Election records	
Nominating Petitions	4 docs.
Electoral Board relative to	
contests 1952	<u>1 doc.</u>
	12 docs.

Peoria County

Recorder

Security microfilm	6 reels
--------------------	---------

ARCHIVES REFERENCE
October 1952

State Business

Secretary of State	
Corporation Dept.	
Annual Reports	124
Index cards	44
Fee book	3
Correspondence	3
Executive Dept.	
Trade Marks	14
Index Dept.	
Deeds	5
Enrolled Laws	18
Election records	40
General Assembly	20
Registration and Education	
Brokers	7
	<hr/> 278

History

In Person	
General Assembly	10
County history	4
Blue book	3
By Mail	4
	<hr/> 21

Family History

In Person	
Cross References	290
Civil War	27
Spanish American war	4
Name index (Phone only)	44

Census

Federal	
1840	
Jefferson	1
Fulton	1
1850	
Crawford	1
Fulton	3
Hardin	1
Henry	1
Jefferson	1
Madison	1
Morgan	1
1860	
Fulton	1
Sangamon	1
Tazewell	1
State	
1855	20
Bureau	1
Clay	1
DeKalb	1
1865	
Morgan	1
Sangamon	1
	<hr/> 104
	<hr/> 685

ARCHIVES REFERENCE (Cont.)
October 1952

~~683~~

Family History (cont.)

By Mail

Civil War
Spanish American War
Genealogy

19	
6	
27	
<u>935</u>	166

Archival Technique

By Mail

	7	
Grand Total	<u>942</u>	
	290	472
	<u>452</u>	

ARCHIVES CATALOG
October 1952

Catalog

Kaskaskia microfilm
(22 series)

125 cards

Name Index

Kaskaskia records
Federal census 1840
Cass county
McLean county
Federal census 1850
Clay county

1

546

1,105

2,820

4,597

290

4,887

Cross References

VAULT ADMISSIONS

October 1952

Adjutant General	6
Div. of Architecture & Engineering	16
Attorney General	1
Auditor of Public Accounts	31
Civil Service Commission	5
Illinois Commerce Commission	1
Dept. of Insurance	1
Dept. of Mines & Minerals	1
Supt. of Public Instruction	2
Dept. of Public Welfare	3
" " Public Works & Bldgs.	2
Div. of Parks	1
Dept. of Registration & Education	42
Secretary of State	
Executive Dept.	36
Index Dept.	2
Teacher's Retirement	20
Treasury Dept.	19
Div. of Waterways	3
Total	<u>192</u>

PHOTOGRAPHIC LABORATORY
October 1952

Microfilm

Arizona State Library	248 frames
Kankaskia & Randolph Co. records	32 reels
Registration & Education	
Examination records	
(Run Aug. 8 - Oct. 27, 1952	
Dept. furnished film and	
had it processed by Eastman)	11,659 frames
	11,997 frames

16 mm. Motion Picture Film	32 reels
Cleaned and repaired for State	1,934
Library	6 "

Photostats

State Library	294 negatives
Archives	95
Archival records to Hist.	
Library	6
Index Dept.	27
Corporation Dept.	17
	<hr/> 439 negatives

Photostatic Enlargements

Hancock Co. census 1840	63
-------------------------	----

Photographs

	<u>Negatives</u>	<u>8x10</u>	<u>12x20</u>	<u>4x5</u>	<u>10x12</u>
State Library	20	154	1	24	6
Archives	3	9			
Secretary of State					
Pub. Relations	4	82			
	<hr/> 27	<hr/> 243	1	24	6

ILLINOIS STATE LIBRARY
STAFF MEETING

November 18, 1952

The first news letter of the Illinois Adult Education Commission has been issued and a copy is appended for you to examine.

I reported on the recent meeting of the Society of American Archivists at Lexington which Miss Rogers, Miss Scheffler and I attended. I prefaced my remarks by stating that in general I did not think archival meetings were too interesting for librarians. Miss Rogers of course jumped me for that, so I reported in minute detail. After all, I have sat through hours and hours of reports on P.T.A. and similar meetings. See appended copy of my report. Miss Scheffler's was more interesting but I do not have a copy. *copy to Miss Norton*

The civil service examination for State Librarian Assistants I and II will be held this coming Saturday. Miss Rogers has not heard how the last examination came out.

The Illinois unit of the Catholic Library Association met at Rosary College last Saturday but apparently no one from the State Library attended.

The staff bulletin board has been moved from the 3rd floor behind the Direct Reference desk to the Multiplex display unit on the second floor in front of the elevator without a cage. Miss Rogers says everyone on the staff has to visit her office at least every pay day and we should all look there for announcements and other materials.

The biennial report for, or rather, by unit heads is due by 10 A.M. Monday. Miss Winterbauer is now typing ours and if anyone wishes to see it a copy will be posted on our bulletin board. Miss Rogers is pleased with the biennial statistical report for the whole library which has just been finished. She gave out the following figures:

<u>Last Biennium</u>	<u>This Biennium</u>	
141,000	135,000	Catalog
2,648	2,150	New items
12,000	25,000	Recataloging
64,000	66,000	Withdrawals
158	159	Reference
	1158 new registrations	Bibliographies compiled
	Certificates issued	Adult education
	242	tions
		Certificates issued
		"
		Reading materials
262,700	367800	"
302,000	319,000	Audio visual material
		Document exchange
38 states	39 states	
	1,260	special requests
193,000 pieces	400,000 pieces	Mail
406	420	Exhibits
469	900	Consultant services
	125	staff, about same; 10 per
		mo. added in summer

<u>Last biennium</u>	<u>This biennium</u>	
\$932,000	\$1,035,787	Resources
932 taken	1,118 taken	Periodicals
Comparison with 1940/42 biennium:		
208,391 bound bks	560,298	
& periodicals		
216,525	432,731	Old docs. & ____ ?
	44,287	Pictures
400 plus	813	Current periodicals
\$266,894	\$1,750,000	Annual budget (i.e., Biennial Budget)
66	125	Staff
670,000	3,678,000	Loans

Attention was called to the annual report of the University of Illinois undergraduate library at Chicago. The cover is printed, the inside planographed

Jack Spears, director of the American Heritage Project of A.L.A. has reported on the first year of this and his report is to be posted on the staff bulletin board. Statewide programs are being conducted in Alabama, Georgia, Mississippi, Missouri, North Carolina, Vermont, Wisconsin and eastern Colorado. Staff members are to be alert to comments they may pick up on the value of this.

Copies of Growing up with books, books recommended for the home libraries where there are children of grade school age, are available. Mrs. Howard also has a bulletin on Fall 1952 books for boys and girls ~~XXX~~ reprinted ~~of~~ from the Oct. 15 Library Journal.

Miss Rogers called attention to the Library of Congress Information Bulletin vol. 2 no. 1. There is an article on the Moscow State library which she wishes all to read. This also is on the bulletin board.

There was some discussion about an article in the same Bulletin on telephone directories. The Library of Congress receives practically all published through the copyright law, but does not have space to keep them all. Phone companies usually keep a file for their own community. Mr. Reed said that the University of Illinois receives all telephone books issued by the Bell Telephone Company in Illinois. He believes that these are being filed in Midwest Library Center. Miss Rogers said to check about this and perhaps we can help them complete their set through local libraries.

The Illinois Parent Teachers' Bulletin for October 1952 has an article on Reading Libraries and Rural Service and the President's message. Although the president leans very heavily on the State Library she did not mention it in this article. An article on Music in Rural American and "Visual Vivian's Report" were commended.

President Eleanor Welch of I.L.A. will attend the meeting of the State Library Council on November 24 to confer on how the Library can cooperate with I.L.A. this year.

Miss Rogers asked that if patrons come on Saturday and the specialist in their field is off duty, the person meeting the patrons should not take them to others. Take them to the appropriate section head. If he is absent, tell them that the matter will be referred to the appropriate person on Monday morning - get complete name and address and statement as to the information wanted.

Considerable discussion then took place on suggestions growing out of remarks in reports by Mrs. Kane, Miss Davless and others that the staff as a whole might benefit by an exchange of personnel from time to time. The suggestion was made particularly that catalogers could do a better job if they knew how books were called for by patrons, and the reference group if they knew more intimately the problems of the catalogers. Miss Davless had made some remarks about the large number of copies of some types of fiction and that she wondered if we should not get a more complete set of new books. This precipitated considerable discussion about our buying policy. Miss Rogers said that in buying fiction particularly we try to supplement the holdings of smaller libraries who do not buy the expensive or the marginal books.

Every unit head has an area of selection of books and no one person is qualified to select all books for a library. All members of the staff should consider themselves a member of the book selection group and should make suggestions for purchase. This a signment of topics was read off again.

Miss Davless asked how the staff liked the tilted guide cards in the catalog and should she continue to use them. The staff agreed that they did like them and that more should be ordered.

Miss Rogers called attention to the State Law Index issued by the Library of Congress up to and including the year 1948. This was issued annually but since 1948 no funds have been available. The N.A.S.L. is urging that funds be made available to L.C. for bringing this up to date and continuing it. Miss Rogers wanted all to be familiar with this since it is a useful bibliographical tool.

The Supervisor's Memory Jogger for December contains a quiz for new employees. Miss Rogers asked for suggestions for adapting this to the State Library. Some one suggested an orientation leaflet to be given to new employees but Miss Rogers said they would have that and therefore would no bother to read the Manual carefully. Copies of the Staff Manual are handy for anyone having any questions after their first reading. Paranthetically I am about to revise the Archives Manual drastically and would appreciate your suggestions as to what should go in it and how it should be arranged. The Photographic Laboratory particularly needs study in this connection, but all sections also.

The next staff meeting will be December 17, the day of the staff party.

The new lights for the compact shelving have been installed in the basement and Miss Rogers requested us to stop off on the back back from this staff meeting to see them.

Miss Rogers attended the dedication of the Eugenia Allen room at Milliken University on Sunday November 12. Miss Allen was the first head of the Extension Division of the State Library. Later she became librarian at the University and is now retired, though still alert and active.

She also attended the dedication of the new Pontiac Public Library October 12. This is a new building, modern style of architecture, built on the site of the old building. This new building is already outgrown. It has water in the basement just as the old building did. I gathered that the library trustees built it without paying too much attention to recommendations of the librarian. It is definitely not functional, Miss Rogers said.

On October 26 she also attended the opening of the Mount Pulaski Public Library.

The Christmas party will be held at the Leland Hotel Wednesday December 17.

Miss Rogers spoke at the University of Illinois Colloquium. The Library Class is smaller this year than last.

Mr. Reed announced the beginning of a new bi-monthly magazine the Film Counsellor. A committee has been appointed to review and make recommendations on the new films which we are to loan through the University of Illinois. Any one may attend these showings but those on committees must and must report. Mr. Mc Adam is in charge of the project. The first ten films have been received and the first showing will be Thursday morning of this week at 8:30. Archival staff assignments are as follows:

- II. International Relations: Miss Scheffler
- III. Economic Education: Mr. East; Mr. Bish
- VI. Marriage and the Family. Child Development: Mr. Rountree
- VII. Biography, History, Travel: Mrs. Mc Fadden
- VIII. Children's films: Mr. La Hart
- IX. Religion and Ethic: Mr. Cassady
- X. Contemporary National Scene: Miss Norton

The list of assignments is posted on our bulletin board so you can see who your chairman is and who else is on your committee. You will be notified, I suppose, of viewings. It will take about half a day altogether to view all the films in your group, but except for the first two or three groups sent in you will only have to give an hour or so at a time. Your comments are to be sent "to field offices" but I will have to get a further explanation of what that means. Presumably the committee members will report to their chairmen, in writing. I presume further instructions will come to you.

Mr. Haggerty said he had been invited to discuss library problems with a group at Macomb and to discuss our film distribution program at Newton.

Miss Daviess complained that staff members are adding data to catalog cards in the catalog after they have left the Cataloging Department. Miss Rogers said that if staff members wish corrections or additions made they should take the card to Miss Daviess, not make the changes themselves.

Miss Kissinger said she had made talks in Meredosia and Hardin. She also attended the Illinois Art Education Association Conference at Bloomington. This group is four years old and has 180 members. It is an interesting group to work with. Speakers were a Mr. Engelhart of New York and Jack Bookbinder of the Philadelphia Museum of Art. He spoke on work with children and described how they use colored slides, recordings and narration to make art come alive for children. Mr. Bookbinder is a member of the family that runs the famous Bookbinder restaurant in Philadelphia. This restaurant has been given to a Jewish orphan asylum there as a source of revenue, but the Bookbinders are still running it. Mr. Wallich of the Chicago Institute of Design was the third speaker.

Mrs. Langston said, when her time came, "I'm hungry."

Miss Ringerling said that the Cook county book collections are being exchanged. Park Forest has moved into its library quarters. The community is planning to hold an election on establishing a library, or rather, I guess, voting on a tax levy, in the spring. The library will probably be a community library housed in a school building. They will buy reference materials this fall, though I did not understand how those were to be financed - perhaps by the school.

Mr. Boord reported that Murphysboro requested 13 book packets of 25 books each for leaders of _____. He commended those who had made the selection, saying it was most satisfactory. The Hardin county superintendent of schools will give library services to the entire county through his 26 grade schools. 20 of these approved a plan to contribute \$200 each. He is trying to supply a different collection to each school each month. The State Library has supplied him with 400 books. The books are for children through the 8th grade, but it is hoped that this may develop into a library for the community. Next year this county superintendent will also furnish the reading circle books.

Rosiclare, the only library in the county, is holding a book fair Thursday and Friday of this week. Miss Rogers asked to have an article on this, also articles on other, book fairs, for Illinois Libraries so the different ways of running these can be described. Rosiclare, for instance, has no book store to cooperate.

Mrs. Howard spoke at the Waverly Woman's Club meeting last

Friday, She displayed 3 tables of books, a number of pictures and the flanagan. On Thursday evening she is to speak at the Indian Point School.

People wishing Christmas book suggestions can find recommended books in the Collections Department. Mrs. Howard said it is difficult to get good books for the very young children. She passed around three which she recommended. I did not get the titles.

She also compiled a list of Christmas books selections for Mrs. Dunne of the Hillsboro P.T.A. and she had about 150 mimeographed copies run off for distribution.

Mrs. Howard said the Pupils' Reading Circle work is progressing. 190 books have been work on. She had to get her report in December 1st, the earliest this has ever been called for.

2000 books were sent as one unit.

Carole Coburn resigned effective last Saturday.

Mrs. Mc Mullen reported that Mr. Mc Elhatten of her staff was operated on at Jefferson Barracks and expects to be back in about a week.

Miss Agrus asked for suggestions for record buying, and asks that those making suggestions append the name of the manufacturer of the record. She is going to Bloomington Thursday to speak at the Mc Lean Library Club. This coming Friday is to be one of a panel discussing the 100th anniversary of Peretz, a Jewish writer. This will be held at the Temple. The Christmas list for records recommended is out.

Miss Lundeen report that Liz Cook, librarian of the Geneva School for Girls is about to get married. Miss Cook was one of those institution librarians who spent a week of orientation work in the library last year.

Miss Dieckhaus said that Mrs. Curran and she went to a meeting where coffee and a movie were furnished. She suggested that for the staff meeting.

Miss Rogers announced that Miss Norton has just been made an honorary member of the Society of American Archivists. She was already an honorary member of National Association of State Libraries. Miss Rogers said, "See what you get when you do a little extra and are active in associations. Miss Norton doesn't have to pay any more dues." She renewed the invitation for staff members to become individual members of NASL and said six have joined to date.

Miss Rogers said you should send her a slip whenever you go out into the state on library business as soon as you know you are going.

She spoke of our stopping at Bardstown on the way back from

from Lexington and seeing the famous paintings at the cathedral there. Several of these were stolen last week. They were presented by Louis Philippe of France after he became king, in thanks to the bishop who had given him financial assistance while in exile at Bardstown. All were by famous painters such as Rubens, Velasques, et c.

**STATE LIBRARY
ARCHIVES DEPARTMENT
Report for November 1952**

Accessions.

The only accession of the month was the Agricultural Statistics for 1949, transferred by the Department of Agriculture.

Departmental Vaults.

Records were transferred to their vaults by the Adjutant General, Index Department of the Secretary of State's Office, Department of Registration and Education and Auditor of Public Accounts.

The Auditor is transferring all of his land records from the Capitol and consolidating those now scattered in his other vaults in the Archives Building. The Supreme Court has given up the south half of their vault for temporary housing of these records. We let them have the last six of the Globe Wernicke files from Level 1.

The Civil Service Commission is now preparing to microfilm its records and is working a night crew of six from 6 to 10 P. M. each evening.

Vault Rearrangement.

Expansion in certain files has made it necessary to do considerable shifting in the Archives vaults. Mr. Cassidy and Mr. Roundtree are supervising two janitors furnished us by the Superintendent of Capitol Buildings and Grounds. The following changes are being made:

Election records shifted from Level 3 to Level 5

Corporation records moved into Level 3 space vacated by Election Records

Securities Department records shifted from Level 5 to Level 12, to make room for 1953 legislative records

Some rearrangement of General Assembly records on Level 5 to accommodate bound Election records.

Registration and Education Department records shifted from Level 12 to Level 7. We started out with the idea that all the records from that Department could go on Level 12 but these proved too voluminous so later accessions have been put on Level 7.

Agricultural Statistics now on shelves on Level 7 being transferred to drawers.

Some rearrangement of records on Level 12.

These present changes were anticipated two years ago so they involved no shifting of equipment.

Staff Work.

We have two major projects aside from the moving of records - checking the inventory and revising the Archives Staff Manual.

Mr. Cassady has not had time to work on the indexing of the Insurance Department records which is a part of this inventory. Miss Winterbauer did not finish all of the index cards for him before she left. I spent one day rechecking and rearranging part of the State Treasurer's records and another on catalog cards for the same. We are not going into detailed cataloging of these records because the title is largely self explanatory. I hope to be able to devote more time to this inventory checking next month.

Our Archives staff manual needs a thorough revision which I hope to complete in December. The National Archives Staff Manual recently made available is helpful, especially on rules for reference statistics, which as you know, I have never been satisfied about. Other sections requiring immediate revision are Archives Administrative office, the reference desk and the Photographic Laboratory.

The Archivist spent several days writing the biennial report.

Mr. Rountree has not had much time to file Corporation Reports since he has been busy with shifting. He is filing in the letter "W". Mrs. Robeson has finished the filing of "Not for Profit" Corporation reports for 1950 and 1951 through the letter "M".

Mrs. McFadden has finished indexing Clay county 1850 federal census.

Miss Scheffler was chairman of the committee on the Thanksgiving Day exhibit in the Centennial Building. The theme was "Freedom for Which We Give Thanks:"

Case 1. "Freedom from Want", Poster portraying an American family at dinner. Recipes for preparing turkeys.

Case 2. "Freedom of Worship." A Family Bible, books on freedom, etc.

Case 3. "Freedom Our Heritage" was used on a banner across the top of the case, with corn stalks, corn, pumpkins, leaves, etc. with a beautifully mounted golden pheasant loaned by Mr. Frank Cantrall of Springfield.

Other members of this committee were Mrs White, Mr. Spense and Mr. Lagceriti.

The rest of Miss Scheffler's time during the month was largely taken up with filing in the name Index.

State Records Commission.

The State Records Commission held its regular meeting November 12. Much of my time during the month was taken up with making of index cards for applications. I now have all applications made to the present Commission indexed to the extent of having a card for each item showing the names of the department and the division, the title of each item, the application number, the dates covered and the disposal date. In this way we can know what disposition was made of earlier applications. I have indexed back in the files of the earlier Commission where repeat requests have been made to this Commission and I have made a few subject cross references. I hope in the near future to get every authorization made by the Commission and by the General Assembly listed on cards. I have most of the General Assembly's authorizations in my "History of State Departments" book, but want to get it all on cards for convenient reference.

Microfilm Project.

On account of holidays and inclement weather Mr. East and Mr. LaHart were able to work at Chester only the week of November 17. To date more than 3700 feet of film has been processed. All retakes have been made. Probate and Circuit Court files, also County Commissioners Court Proceedings (this last not yet located) remain to be microfilmed. I think it will take about three weeks more to finish the field work. All films have been checked.

Mr. LaHart has run into difficulties in splicing. Our splicer does not seem to work with Diebold film -- something about the adhesive not holding. I instructed Mr. LaHart to investigate equipment needed. Jefferson's have given up the Diebold agency. The Camera Shop has nothing Mr. LaHart thinks would work. He talked with the Public Health Department which also uses Diebold film. They have a splicer but it would cost \$500.00 and Mr. LaHart thinks it neither satisfactory nor worth the money. What he wants is a combination viewer - splicer like the one they have for microfilm, only for 35 mm. film. Until he finds what is needed there seemed no need to report on this matter before. Mr. East thinks it would be better for us to do the splicing than for the University to do it because of his detailed notes.

Visitors.

Mr. Robert Brown, State Archivist of Minnesota visited the Archives on November 3 and 4.

Holidays.

The office was closed November 4 (Election Day), 11 (Armistice Day) and 27 (Thanksgiving). I was occupied by our official guest, Mr. Brown, all Election Day.

Archives Building.

New draperies and shades were installed in the Conference Room to darken it enough for movies.

The State Library is one of the preview centers for the movies circulated by the University of Illinois. Staff committees will view the films and report recommendations. The following members of the Archives staff have been named on these committees: International Relations, Miss Scheffler; Economic Education, Mr. East and Mr. Bish; Marriage and Family, Mr. Rountree; Biography, History and Travel, Mrs. McPadden and Miss Norton; Children's Film, Mr. LaHart; Religion and Ethics, Mr. Cassidy. One group, Marriage and Family, has reviewed its films, using the Conference Room parts of three days.

Civil Service classes continued to use the room four afternoons a week and one staff meeting was held there.

Staff Notes.

Miss Mary Winterbauer, clerk, resigned, effective November 30. She has accepted a civil service position as clerk-typist in the Bureau of Traffic, Division of Highways, in the Armory Building. The State Library staff gave her a farewell party and a gift on November 26.

Miss Scheffler attended a committee meeting of the Illinois State Employees Association at Galesburg on November 18.

The archivist was made an honorary member of the Society of American Archivists at the last council meeting of the Society.

Respectfully submitted,

Archivist

Report of Ernest E. East, Archival Assistant, November 1952.

Resumed supervision of microfilming of Randolph County records at Chester week of November 17. In Springfield he was occupied with examination of developed film and study of the history of Kaskaskia and its inhabitants, among other activities.

Limited work on other research, including:

Family history 5.
Civil War 1.

Limited work on bibliography of Illinois law relating to county government.

Election day, Armistice Day and Thanksgiving interfered with completion of microfilming project in November.

In passing, more than 3,700 feet of film has been processed. The program, in addition to work already done, involves copying of wills and other estate papers from the earliest day through 1809, and selected court case documents.

It is recommended that County Commissioners Court proceedings also be filmed. Records appear not to be in county clerk's office. Search will be made for them in the basement.

Ernest E. East

ARCHIVES ACCESSIONS
November 1952

Dept. of Agriculture
Agricultural statistics, 1949

102 vol.

ARCHIVES REFERENCE

November 1952

State Business

Secretary of State

Corporation Dept.

Annual reports

91

Index cards

34

Correspondence

2

Executive Dept.

Proclamations

1

Trade Marks

7

Index Dept.

Deeds to State Properties

6

Elections

15

Enrolled Laws

17

Illinois and Michigan Canal

2

Registration and Education Dept.

4

Broker's File

4

General Assembly

19

206

Archival Technique

In Person

2

By Mail

6

8

Family History

In Person

Name Index (Phone Calls only)

33

Civil War

20

Spanish American War

3

Census Microfilms

1850 Federal

7

1860 Federal

2

By Mail

Genealogy

24

Civil War

17

Spanish American War

3

109

History

In Person

General Assembly

1

Governor Mansion

1

By Mail

4

6

Miscellaneous

4

4

Grand Total

333

ARCHIVES CATALOG
November 1952

Catalog

**State Treasurer
(24 series)**

32 cards

Gross references

20

52 cards

Name Index

Perrin Collection

148 cards

Clay County, 1850

1415

Gross References

55

1628 cards

VAULT ADMISSIONS
November, 1963

The Adjutant General	12
Div. of Architecture & Engineering	4
Auditor of Public Accounts	37
Civil Service Commission	27
Illinois Commerce Commission	4
Dept. of Mines & Minerals	2
Supt. of Public Instruction	4
Dept. of Registration & Education	33
Secretary of State	
Corporation Dept.	1
Executive Dept.	21
Index Dept.	3
Securities Dept.	1
Supreme Court	1
Teachers Retirement	23
State Treasurer	11
	<hr/>
	123

PHOTOGRAPHIC LABORATORY
November 1952

Photostats

State Library
 Archives, for
 Index Dept.
 Galena City Clerk
 Corporation recording

Negatives

4

23

1

21

51

Photographs

Negatives

8x10

4x5

State Library

20

69

4

STAFF MEETING
December 17, 1952

Mrs. Curran reported that the Library is subscribing to a new service called "Direct Mail Ideas". Samples and leaflets are received each month and are filed in the top drawer of the 4th filing cabinet in the Public Catalog Room on the 3rd floor. These will circulate.

Mr. Myers reported that the Mail Reference Department is just holding its own - being 11 days behind. He hopes for a lull during Christmas week which may help.

Mrs. Mc Mullen reported that she has two new people on her staff, Miss Amelia Ryan and Mr. Houser. She raised the question as to whether letters should be sent about renewals or postcards and Miss Rogers appointed a committee to decide that.

Miss Murray requested that when you send an excerpt of a letter to be re-plied to by another department, you always indicate your name, the date, etc., so that the person following through knows with whom to check.

Miss Norton read an excerpt from the biennial report of the State Records Commission:

68 applications requesting approval for destruction of 524 categories of records were submitted, on which the following action has been taken:

- 1) 501 categories of records were approved for disposal, of which 16 were microfilm by the respective agencies, and the film authorized to be submitted for the original records.
- 2) 3 categories were classified as non-record material
- 3) 6 categories were recommended for transfer to the Archives
- 4) 6 categories on which action was postponed
- 5) 2 categories were withdrawn
- 6) 6 categories were refused approval for destruction
- 7) Final action has been delayed on an application of the Department of Agriculture. XXXX
- 8) 2 applications were filed too late for action at the December meeting.

Of the 68 applications, 29 were repeat applications for authority to dispose of records falling in one or more of the categories previously approved for destruction.

It was the intent of the sponsors of the 1951 amendment to

the State Records Commission Act that the Commission should have power to authorize departments to destroy certain categories of records as soon as they reached a certain age. However, the Attorney General has given as his Opinion that the Commission does not have that power, hence departments destroying records at regular intervals have to make these repeat requests. The Commission plans to introduce a bill into the coming General Assembly asking for this and several other minor amendments.

Miss Norton also announced that Mrs. Wanda Ishmael has been appointed typist to fill the vacancy left from Mary Winterbauer's resignation.

Mrs. Howard brought some interesting new children's books which she passed around for us to examine. These were "Little White Foot", Kipling's "Just So Stories" illustrated by Nichols, and "Teen Age Dance Book."

Mrs. Langston announced that the Hayner Library has been donated to the city of Alton and a tax levy is to be raised and a librarian appointed. One of the regional meetings will be held there on invitation.

Times and places for the regional meetings will be announced in a bulletin to be sent to Illinois librarians the first of the year.

Mrs. Ennis said that in preparing books for binding she find that the bound volume of Library Journal for 1950 is missing from the shelves for which she can find no charge. She requests that everyone examine his or her desk and bookshelves for this copy. In case this copy cannot be returned she will have to send the second copy to be bound. For this she lacks the following numbers: May 1 and August 1950. She also lacks May 15, 1951. If any one has any of these numbers in a personal file and would be willing to donate it, please give it to Mrs. Ennis. Miss Rogers remarked that it costs \$4.50 to replace a volume of this magazine, and that price has to be taken from our book funds.

Miss Bailey announced that she has just finished the Illinois Author heading list which will be published by A.L.A. coming out about March.

Miss Byrne has received a request from Cairo for supplements to its book collections via loans from us.

Mr. Boord passed around a program for the Olney School Library Club whose meeting he attended recently. We are interested in these groups of high school student assistants as this is a good recruiting medium. Centralia will have similar meetings. Loren Allen started the idea in Richland county eight or ten years ago but there has been no formal organization until recently. The school people do not sponsor and in fact have not been too sympathetic to the idea, but now some of the people at the University have taken an interest. We are not promoting the school library program but the district librarians can work directly with the school library assistants in their own districts.

Mr. Haggard reported that he had been called to Chillicothe and another town I didn't catch or advisory services.

Mr. Reid reported statistics on the film service. In November alone 284 film requests were received of which we were able to fill 245, or 82.5%. From September to June there were 657 requests of which 543 were filled, 114 not available, or 82.6% filled. 467 different titles were requested, with the "Family Circle" the most popular film, showing the large P.T.A. use. To December 173 communities had put in requests of which 97 were from Peoria. Recently, however, requests have come in larger number from Urbana, which is amusing because the public library there said there was no demand for the service when told about it. Wapello, which has no library, sent in 10 requests Sparta, with a library, 24.

Miss Rogers said that some of the staff do not understand this film service and requested unit heads to tell about it. In brief, the University of Illinois offers educational movies which are loaned like books through the State Library. The preview committees of the State Library pass upon the quality of the film before it is listed by us. These films can be borrowed for group showings. Mr. Rountree of our staff has shown a number and can tell you about how he uses them.

The State Library also circulates film strips, which are still pictures for projection like slides, only on 35 mm. film. Miss Kissinger says the Art Department has recently purchased a number of these on such topics as architecture, how to exhibit, know your school, readers' guide service, etc. There is an earlier mimeograph list on the library's holdings. Miss Kissinger will compile a new list of recent additions and put it in the bulletin board. The State Museum also has slides. Most of ours, I gathered, are on art. The Southern Illinois University has the largest library collection of film strips and if we do not have what the patron wishes he should be referred there. Miss Rogers says we may enter into some kind of contract with them.

catalog of the
Copies of the/movies available will be found at the Direct Reference Desk, at Mr. Mc Adam's desk and in Miss Bailey's office. A description of the film service is posted on our bulletin board on the second floor of the Archives Building.

Miss Dieckhaus attended the State Employees' Association meeting December 11. Mr. Emerick spoke on the proposed amendments to the State Employees' pension act. The major purpose of the State Employees' Association is to protect our rights. If we do not support the work of this Association we are likely to find ourselves under federal security with the very small pensions that pays. ~~XXXXXXXXXXXXXXXXXXXX~~ Out of the 30,000 State employees only 8000 are members of the Association. Dues are only \$1.00 per year. In California all State employees are not only required to be members, but \$7.00 is deducted from the salary of each for each year's dues. Miss Scheffler takes memberships for the State Library. All employees from the Governor down, whether under civil service or not, are State employees, and should support the Association.

The staff bulletin board on the second floor of the Centennial Building near the elevator has new signs for the various topics.

This bulletin board is for all State Library staff, not merely for those in the Centennial Building.

Attention was called to the article by Helen Weasell in Dec. 1, 1952 Library Journal entitled "What Can We Do?" This is the address she gave at A.L.A. last year and it is commended to all.

Mrs. Ennis asked about what to do with articles on the history of the State Fair which appeared in Springfield newspapers during the centennial last summer. Miss Rogers said to mount and send to Miss Bailey.

Miss Rogers said there was a bill passed by Congress last year to put everyone not under some pension system under social security. Our State pension law is much more liberal so of course we don't want to come under the federal system. At the last session of the Illinois legislature an act was passed making it possible for groups to come under social security where there was no other system, but it was decided to keep the present State system. However, there are a number of cities in towns in Illinois to have a municipal pension system and it is now possible for such employees to come under social security. A test case is coming up in the March term of the State Supreme Court, Taylorville bringing a friendly suit. If this act holds, every library employee in the State not now covered by a pension will have one. I am not sure whether Miss Rogers was talking about federal social security here or whether these Illinois municipal employees come under one of the State municipal pension systems. The State employees' pension provides that after working one year for the State automatically comes under the system. If that person wishes to have the first year count, he may pay for the first year's assessments, spread the cost over a period of years. He does not get disability for five years, however.

Miss Rogers also called attention to the cover on the December issue of Illinois Libraries. This was done by electro-lithography, cutting out one process and so saving a little money. She also called attention to two articles: The Irish blessing and the tribute to the Bloomington library custodian.

Some announcements were made about the Christmas party but since this will be over before you get this I am omitting them.

The Mid Winter meeting of A.L.A. will be held Feb. 3-7. The tentative program is on the bulletin board and the full program will appear in the January A.L.A. Bulletin. This year A.L.A. is reverting to the old system for Mid Winter meeting. This will be entirely a business session and closed to all but A.L.A. Council and Committee members.

The first issue of the N.A.B.L. News Letter is out. This will come out quarterly, with the various State libraries taking turns in issuing it. Miss Rogers did this first number; Missouri, Rhode Island, and New Jersey will do the succeeding numbers this year. Miss Rogers again urged that our staff members join as individual members at \$1.00 per year. There are now seven individual and one honorary member from our staff.

The April 1952 Illinois Libraries has an article on the Library Bill of Rights prepared by A.L.A. This is what we are

following. She also called attention to an article in the November number by Mr. Bixler of Antioch College, MN a report of the A.L.A. Committee on Intellectual Freedom. He states "Things are going to put in libraries." Librarians are getting less take-home pay than before the war, and the library service is poorer. He says that the federal government and reactionaries in public life are responsible.

The Stanford University Bulletin has an article "Serials Go Modern." This advocates some of the streamlining ideas we have put into force, but goes further than we in the matter of checklists. Every unit head is to read this, posted on the staff bulletin board.

The spring meeting of the Illinois Association for School Libraries will be held at Bloomington April 17-18.

The Public Relations Planning Service sells packets of color posters with booklists, matching folder, etc., radio scripts, and other publicity ideas, at \$5.00 per packet. This is seasonal and is in no sense the usual canned publicity offered from other sources. The packets are prepared by Marie Lazo of Wilson Co., M. Bruden Buchanan of Chicago Public Library, Mr. McNelly of the Denver Public Library. These people know their business. One copy of the announcements posted on the bulletin board and other copies were given to Mrs. Langston for distribution by the Extension staff.

Miss Rogers called attention to the fact that the State Library still has several weekly broadcasts by Walter Meyer. WBIK, 96.3 Chicago, F.M., Mondays, 5:45 to 6. WILL, Friday, 4:15. WCMT, Centralia, usually Tuesday at 2:30, but this time is irregular.

The Supervisor's Memory Jogger for December page 40 has "A Quiz for New Employees". Miss Rogers wishes suggestions for adapting this to our needs. This is posted on the Archives Bulletin Board on the second floor. Please send your suggestions to me by January 15.

The Christmas trees and Christmas decorations must be down by December 30 and the persons who put them up are responsible for taking them down and for packing them away. Exhibits may be left up a little longer.

Following the staff meeting we had a movie on typing. If this hastily typed report is worse typographically than usual, it is because I am so conscious that I make every mistake shown and then some, but it is hard to reform an old reprobate!

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for December 1952

Accessions.

Besides 4 sets of deed records deposited by the Index Department of the Secretary of State's Office, there were several accessions: The Civil Service Commission deposited Minute Books of the Commission 1906-14, Rules and Regulations of State Departments and Institutions for that period, transcriptions of early investigations and hearings and scrap books relating to the Commission. All of these the Commission had applied to the State Records Commission for permission to destroy on the assumption that they were valueless from an administrative point of view. The State Records Commission directed that they be deposited in the Archives. The Champaign County recorder deposited another 100 reels of security microfilm. The State Library deposited a tape recording of a speech made by Secretary of State Barrett at the 1951 State Fair; also the records of its Victory Book Campaign 1942.

The Service Recognition Board is introducing legislation to terminate the Board and to place all its records in the Archives Department. It secured legislation several years ago permitting the substitution of microfilm copies for original bonus records but never microfilmed the rejected claims cases. From an archival point of view the reverse should have happened, but the State Records Commission was ignored. For a while there may be considerable correspondence on these rejected cases, but Miss McArdle, now in charge, states that this can be taken care of by form letters stating that the records show the case was decided by the Board and that the project has terminated.

Departmental Vaults.

All of the land records belonging to the Auditor are now filed in Departmental Vault 8 N. This was the last major series of records left to come into the building. There are some of the Supreme Court records still to come - more recent case records for which no filing cabinets were available and a few volume records such as registers of licensed attorneys and territorial court records. The Illinois Commerce Commission case records are not in the Archives Building, the filing clerks stating that they are current records and should remain in the Centennial Building. I think these records are of far greater importance than some they have in their Departmental Vaults, but that is of course a matter for the Commission to decide.

The Civil Service Commission has had a night crew working on their records as a preliminary to the micro-filming program the Commission has discussed with the State Records Commission.

The Insurance Department was the only other Department to transfer records to its vault during the month.

Staff Work.

Mrs. Wanda Ishmael joined the staff on December 4, taking Miss Winterbauer's place as clerk-typist.

On account of the New Year's holiday I do not have staff reports from Mr. Cassady, Miss Scheffler and Mrs. Robeson as yet.

The major staff project was a shifting of 500 drawers of records to take care of expansion:

Securities Department and Court of Claims Records were transferred from Level 5 to Level 12, Election Records from Level 3 to Level 5 and Registration and Education records from Level 12 to Level 7. The Not for Profit Corporation Reports were moved into the space vacated by the Election records and space has been provided for the records of the incoming General Assembly. Space originally planned for the Registration and Education records proved inadequate but we hope Level 7 will be.

A complete remaking of the inventory is in order and somehow, I cannot see how, I am going to have to find time to do most of the actual checking myself. Mr. Cassady and Mr. Rountree propose to take Mrs. Ishmael into the vaults to make labels and they will draw up the preliminary lists. Mr. Cassady is continuing the indexing of the Insurance reports and the cards will be placed in the catalog room. I did some rearranging of State Treasurer's records but have not completed that work.

Mr. Rountree reports he has only 5 drawers of For Profit Corporation Reports to file. However, I believe that is an incorrect statement as I think he still has the first half of of the last year's reports to interfile. I think he means he is in the last of the alphabet where he had two years to interfile. We have to take him off this file work for so many other things that I wish we could turn it over to some one else to do while we could use Mr. Rountree for other work.

Mrs. Robeson appears to be about half through the letter "Po" in the Not for Profit file.

Miss Scheffler's work continued to be mainly filing in the Name Index. She must be nearly caught up since I have stopped work on the 1840 Census several months ago. Mrs. McFadden is of course continuing the 1850 Census indexing, now working on Clinton County.

Miss Scheffler also prepared the annual Christmas exhibit for the Archives. She exhibited colored manuscript reproductions borrowed from the Art Department, filling the cases on both floors.

Miss Scheffler and I are working on the biennial exhibit "One Hundred Years Ago in the General Assembly, to be placed early in January.

I have undertaken a complete revision of our Archives Staff Manual. I have completed the draft for the Reference Department and had expected to append a copy to this report. However, there has been too much other typing and copy is not ready.

State Records Commission.

The State Records Commission held three meetings in December -- on the 3rd, 9th and 16th. Except the first, which was the regular meeting, these meetings were concerned with drafting our biennial report and planning our legislative program. Since my activities (aside from hours spent in preparation) are recorded in the Proceedings of the Commission, of which the Assistant State Librarian is a member, I do not report on this work. I have almost completed a card listing of categories passed upon by the Commission and are going to make a detailed analysis of archives destruction legislation. I also hope to compile function and subject cross-references. We are asking for an amendment to the State Records Commission Act to empower the Commission to authorize the setting up of retention schedules, also a couple of minor improvements suggested by Mr. Lucien Field, Assistant Attorney General.

The State Library Council of which I am a member met December 16 and the only staff meeting was held on December 17.

Building Notes.

New window shades were added in the Conference Room to further darken it for motion picture projection.

Preview committees on films had showings twice.

All electric fans were sent away for checking repair and have been returned.

The Conference Room was used for Civil Service Commission classes a few days the first part of the month.

Visitors.

Mr. Cassidy took two groups of school children through the building on December 15. These were sent by the State Library Administrative Office and I have no notation as to where they came from. I assume they were a high school library club.

Mr. Harry J. Dooley, president of Gray Line Sight-Seeing Companies Associated, accompanied by two assistants and Mrs. Dooley, visited the Archives on December 10. Mr. Dooley is a brother of Dennis Dooley, State Librarian of Massachusetts, an old friend. The Gray Line is contemplating a Lincoln tour out of Chicago weekly this summer. He was looking for ideas and visited all parts of the State Library and the Museum.

Holidays.

Each staff member was given two half days for shopping, taken prior to Christmas, and the choice of the Friday and Saturday off after Christmas or New Year's. They were to work the Saturday opposite to the one they took off, regardless of ordinary schedules.

I attended the 67th annual meeting of the American Historical Association held at Washington, D. C. December 28 to 30 inclusive. A separate report on this will be filed in a few days.

Respectfully submitted,

Archivist

AMERICAN HISTORICAL ASSOCIATION

Annual Meeting 1952

The 67th Annual Meeting of the American Historical Association was held at Washington, D. C., December 28 to 30 inclusive, with headquarters at the Mayflower Hotel. I was unable to get a reservation at the Mayflower and stayed at the Statler. Attendance was about 1600, rather less than average. I did not know as many of those present as I have at earlier meetings, since most of my close friends in the Association are either retired or dead. However, I did find many friends.

I arrived the day before the meeting formally opened. In the afternoon I visited the National Archives to see the newly installed Declaration of Independence, Constitution and Bill of Rights, recently moved from the Library of Congress. The new arrangement is infinitely more impressive and more dignified than the old shrine in the Library of Congress. The Exhibit Hall of the National Archives was, of course, designed especially for these documents. The design is reminiscent of an altar with the Independence in the place of the reredos and the Constitution in the table. Both documents are lowered at night into bomb proof vaults. The lowering mechanism can be operated either electrically or manually. The housing is a golden marble, and there is a little marble stool on which children can stand. An American flag stands at one side and on the other side a uniformed guard is on duty. The Bill of Rights is in an upright bulletin board effect bronze case at one end of the old exhibit cases, with a printed copy of the Declaration of Independence is now almost completely illegible and the yellow plastic over it doesn't help it from that point of view. The documents displayed in the table type cases are enclosed in plastic and screwed together. I later asked Wayne Grover if those lucite cases could be used for other documents when the display would be changed. He said that these could be taken apart but that the present plan is to have this exhibit a permanent one. There were probable thirty documents on view, including the treaty of peace at the end of the Revolution, Washington's own annotated copy of the Declaration, documents relating to the ratification of the Constitution (Delaware's notice, the first to ratify), the designs for the first federal seal, early pre-Declaration resolutions by Virginia, etc., etc. The flags of the various states are grouped on standards at either side of the front entrance. Although this was the second day after Christmas and Washington was "dead" otherwise, there was long lines waiting to see the documents. I suppose I

spent over an hour going down the line and viewing the other exhibits. The National Archives has a very fine brochure giving facsimiles of the documents with a historical introduction.

Later in the afternoon and in the evening I registered for the convention and gossiped with friends at the Mayflower. I saw more people than later for many Washington friends were on duty at the Library of Congress and the Archives and could not attend meetings.

On Tuesday after the meeting had adjourned I visited the Bureau of the Budget and lunched with Miss Helen Chatfield, the Archivist. She showed me her work and gave me copies of the Budget classification manual and syllabi of her courses on records management at American University.

Tuesday evening Miss Chatfield and I were dinner guests of Dean and Mrs. Posner at their beautiful new home on Arlington Ridge Road. They have a dramatic view of Washington. Dr. Posner is interested in placing a woman whom he says is one of the most promising students he has ever had. I seem to have lost her name, but we could get it from him. She is a native of Canada but has taken out United States citizenship. She worked at the Saskatchewan Archives before taking his course. At present she is in charge of documents at the Oregon State Library. I believe she is a library school graduate also, I told Mr. Posner we would send her announcements of any Civil Service examinations held for our Archives.

There were two archival exhibits - Firestone and Ford. Of the two the Ford was very elaborate, some of the actual documents being displayed with an impressive armed guard.

Like A.L.A., A.H.A. has many sessions going on at a time.

On Sunday morning I attended a joint session with the Mississippi Valley Historical Association on the subject "Settled Areas and Frontier Lines - The Cases of 1850 and 1860." Fulmer Hood of the University of Texas presented the main paper, with comments as scheduled, by Paul W. Gates of Cornell University, Ray A. Billington of Northwestern University and George W. Pierson of Yale University. The topic turned out to be Francis Amasa Walker and the maps in the U.S. Statistical Atlas (Census Bureau) of 1850 and 1860. Who would have thought the Statistical Atlas could be the basis of the most controversial session I attended? But it was. Mr. Hood's thesis was that Frederick Jackson Turner was not the originator of the frontier thesis in American history, but Walker, a statistician. In 1874 Walker prepared maps for the Statistical Atlas based upon the 9th Census: "Progress of the Nation 1790-1870." These

exhibited growths of the United States in population showing lines illustrating the extent of the settled area and the density of settlement per square mile. He over-simplified the maps by ignoring unsettled areas inside the frontier lines and scattered settlements outside the line. His accompanying commentary explained these discrepancies but the maps showed a continuous line of westward settlement for each ten year period. The 1860 map showed a second frontier line on the Pacific coast. Thus was fostered the popular notion of a steadily advancing and rather definite frontier line. Professor Mood emphasized that these maps were made for statistical not historical purposes, and suggested that further research which he is now directing can give a more particularized and more adequate expression of American expansion than we now have. Probably Professor Mood oversimplified his presentation for the sake of emphasis, for the first two commentators tore his thesis limb from limb. It was really rough. They said it is not true that the Walker frontier lines unduly influenced historians resulting in a misconception of the frontiers. Professor Pierson, who had evidently given a great deal of study to the Mood paper, defended him. He said Professor Mood had merely rescued from oblivion the first man who had made a study of the frontier movement and he has pointed out new and additional lines of study. Both the paper and the discussion were too technical to summarize satisfactorily.

There were two luncheon conferences scheduled, one on Latin American history, the other on agricultural history. I attended neither but the Latin American session ran behind schedule so I heard most of the address by Engel Slinger of the University of California on "External Factors in the Decline of the Spanish Empire." What I heard was interesting though I did not take notes.

Sunday afternoon I attended a session of the American Studies Association on "The Little Renaissance of 1912 - 1915." As much of that centered around the University of Chicago while I was there as undergraduate and later, graduate student, I looked forward to the papers on History, Literature and the Fine Arts, given by John A. Hagen of Yale University, John A. Waite of Michigan State College and Milton Brown of Brooklyn college. Carl Bridenbaugh of the University of California presided. All of these papers were interesting and although I took copious notes I find myself unable to summarize them satisfactorily. In brief, all stressed changes in these arts which resulted in awareness on the part of scholars and artists of the necessity to harmonize old ethical ideas with the social implications of such changes as monopolistic practices in big business, the influx into cities of unassimilated foreign immigrants and migrants from farms into cities,

and the rise of trade unions. Hogen spoke of the historians Dodd, McLaughlin (both my teachers), Becker, a political scientist, Merriam (another of my professors); the beginning of the first school of journalism at Columbia, the ovation of the Yale Review, New Republic and the Nation, the creation of the Carnegie Endowment for International Peace, the Council of Churches. The theme of these thinkers and writers was constructive criticism in contrast with the earlier muckrakers. Signs were the nationalization of the liberal tradition; the impact of the new realism on political thought; refocusing of the attention of the academic critic on social problems.

Weite spoke of the founding of Poetry Magazine in 1912 which rejected romanticism for social criticism. This "renaissance" was a revolt of youth, hopeful of reform. In literature it took the form of free verse, feminism (creative work by women), Dewey's theories of education, modernism in theology (changing emphasis from the individual to social aspects of religion), Freud (concerned with individual motivations without regard to society), Bohemianism, symbolism, imagism, etc.

Professor Brown's paper on art was, I thought, the best, but would have been of greater interest to Miss Kissinger who would know, as I don't the artists discussed. It was the revolt of the "Ash Can School" against the academicians who thought that progress implies technical proficiency and conformity to tradition. The revolting artists felt called upon to express their faith in enlightened progress and to document the struggle of the middle class against monopolies and other social evils. Haphestations were Bohemian artist colonies, especially in New York and Chicago, salons and clubs, "little magazines", "realistic" painters who thought of themselves as dangerous radicals fighting for truth versus beauty and life as against art, reality against artificiality. Alfred Stieglitz, the photographer, was the most important single figure in the movement since his was the only important studio accepting exhibits by the modernists. The "Armory Show" of 1913 was the most important exhibit ever held in the United States. It was a great exhibit of modern art, European and American, with French art the most important. It introduced the American public dramatically to cubism and impressionism. Realism collapsed after World War I, its social attitudes outmoded. It came back during the depression of the 1930's.

From this meeting I went to hear the tag end of the session on "History in the Schools", at which Professor Arthur E. Bestor of the University of Illinois spoke on "Anti-Intellectualism in the Schools: A Challenger to Scholars." As I had expected, this hit the first page of the Washington newspapers. He submitted a resolution against this trend, asking for the creation of a Permanent Scientific and Scholarly Commission on Secondary Education, to be made up exclusively of scholars and scientists, divorced from professional educational associations and non-professional general organizations.

He said these educational associations are promoting the idea that the school must undertake to meet every need that some other agency is failing to meet. He dubbed these educational bodies "life adjustment" educators. "History, mathematics, science and foreign languages are nowhere alluded to". Instead the school is supposed to be concerned with a potpourri of 55 problems of high school youth in which the problem of acquiring the social skills of dancing, playing party games, doing parlor stunts, etc. is given just as much emphasis as the problem of acquiring the ability to study and help solve economic, social and political problems." "In programs like these - and there are many of them - the schools are doing more than merely discarding intellectual training. They are actively teaching the public a contempt for intellectual effort." He criticized the tampering with the content and organization of the curriculum by men who are trained neither in the rigorous, scientific interpretation of psychological data, nor in the processes of scholarly and scientific thought that underlie the traditional subjects of the school curriculum. The proposed resolution ordered that standards be maintained to prevent the deterioration of secondary school education which is provided for students not planning to enter college.

The dinner Sunday evening was a joint meeting with the Mississippi Valley Historical Association. Howard K. Beale of the University of Wisconsin was the speaker, taking as his topic "The Professional Historian: His Theory and His Practice." In a way this was a continuation of Professor Beale's theme from a slightly different angle, Mr. Beale said that history and historians are in low repute at present. Fewer courses are being offered to fewer students in colleges and universities. He said this situation is to largely to unethical practices on the part of historians. He accused them of exploiting the research of their graduate students to their own profit, cribbing from unpublished doctoral dissertations without giving credit, borrowing citations, etc., etc. Worst of all, historians, beginning with World War I have put patriotism before integrity and distorted historical truth for propaganda purposes. The last part of his address was given a play in the newspapers. He said government records are increasingly being suppressed for so-called security reasons. Granting that we should avoid needlessly offending foreign governments and protect military secrets, he complained that this necessity is too often an excuse not a reason for secrecy. It is increasingly difficult to continue the very fine "Foreign Relations" series published by the government.

He criticized historians who are apparently delighted to cooperate in the policy of Government censorship by accepting commissions to write history under Government blessing or even Government assignment from archives open to them but closed to others who are therefore unable to check them and contradict them. Such a system of letting only a selected few whose views conform to the official Government policy see otherwise secret documents "can destroy our freedom of research

and ultimately make what we write suspect." "Official censorship so seriously threatens our democratic values that we must not let large appropriations for historical work or an unjustified interpretation of security be used or an excuse for censorship". Until all records are thrown open to historians, the work of official and semi official historians must remain open to suspension.

Monday morning there were two sessions which appealed to me. After Professor Beale's blast the night before I expected the session entitled "This Goes to Washington: the Professional Historian and the Public Service", to be an exciting meeting. S. Everett Gleason, Jr. of the National Security Council presented a paper entitled "The Historian and the Federal Government." Comment was by Raymond F. Bontag of the University of California and Arthur M. Schlesinger, Jr. of Harvard University. I decided against attending these meeting and was afterwards told that it was fairly tame, the speakers approving government aid to the publishing of historical documents, particularly of the type recommended by the National Historical Commission.

Instead of attending the above mentioned meeting I attended the session on the "Progress of the Microfilm Project." This microfilming of European documents of American interest had been one of the matters discussed enthusiastically by the Archivists at the Paris conference in 1950. At that time most of the European Archivists expressed themselves as favoring the idea of protecting our cultural heritage through widespread diffusion of copies of manuscripts. Now they seem less concerned with war and seem to have changed back to the old idea that if they have something precious they should make people come to them to use it.

John W. Cronin of the Library of Congress presided. He said that the Library of Congress is supporting the microfilm project to the extent of its financial ability, purchasing films made by Fulbright scholars, and trying to interest other libraries in cooperative projects.

Edgar L. Erickson of the University of Illinois discussed the "General Program of the Committee on Documentary Reproductions, Library of Congress". In brief, this program comprises:

- (1) Republication of microfilm, varying the microprint process.
- (2) Deposit of negative master films in the Library of Congress, from which reproductions will be made unless the holders of the original materials object.
- (3) Publishing results and lists of sources available.

Dr. Erickson discussed the possibilities and applications of microprint, mentioning especially the British sessional papers: all English plays prior to 1930; non-depository U.S. documents such as those issued by the Atomic Energy Commission (looking forward to eventual circulation of all depository U.S. documents

to libraries in microprint only); thesis publication, etc.

Fullbright scholarships are being used for collecting microfilms from Europe, and he named some of these men giving materials they are or have been collecting.

Dr. Richard W. Hale, Jr., of Old South Association, Howard G. Rice, Jr., of Princeton and David Dowd of the University of Florida discussed various phases of the French program in the Archives Nationales and Departmental (Provincial) Archives. It was decided that the French Archives being so profuse, should not be microfilmed as such, but that their guides and other finding media should be copied. Many of these guides have been published but there is no one library in the United States which has a complete file. Also many of these guides have been enriched by annotations made by archival staff members and many more guides and other finding media at the various archival institutions are in manuscript only. Therefore this is the material being copied for France.

Loren C. MacKinney of the University of North Carolina discussed the Italian program and Hilmar C. Kraeger of the University of Cincinnati the Notarial Archives of Genoa. This same scheme of microfilming archival guides in Italy quickly ran into resistance on the part of the archivists. In most cases these finding media were made by the archivists on their own time and they feel such things belong to them and they should be compensated if the guides are copied. Furthermore, they say, any scholar doing serious research in foreign archives should visit the country, familiarize himself with it by living there, and furthermore, should seek the unwritten knowledge which the archivist can give him. One Fullbright scholar working under the auspices of the American Language Association finally got a contract with the Ambrosian Library at Milan to do some microfilming in return for a payment of \$500.00. The American Language Association refused to make the payment and repudiated their scholar unless that \$500.00 is raised the whole program for microfilming in Italy will collapse.

Peter W. Topping of the University of California reported rather discouragingly about the Greek program. Greece has no good archival program and few inventories. However, he was able to do something by presenting a Recordak camera to the National Library. The big problem is getting film, because of high customs.

I have profuse notes on these meetings but won't attempt to reproduce them here, hoping that the papers will be printed.

The luncheon meeting of the Society of American Archivists was presided over by President McCain. I was presented with an honorary membership, the scroll reading as follows:

The Society of American Archivists in recognition of her eminent service to the field of archival economy and of her interest in the preservation of sources for research into the history of the American people has

elected Margaret Cross Norton to honorary membership.

Signed by the President
and the Secretary

Morris Radoff of the Maryland Hall of Records read a witty and able paper on "What the Archivist Expects of the Historian." He started by saying that he had listened to so many papers by historians telling archivists what they should do that it is time for the archivists to turn the tables. Historians were the prime instigators of archival agencies and it was expected that the historians would be the principal users of the archives once they were properly housed. Archivists spent much time and effort on preparing detailed finding aids, particularly calendars and indexes, but the historians have not come. The truth is, Dr. Radoff suggests, that we are out of the main stream of history. Historians are not now working on the colonial and early American history and records are not the only or necessarily the primary sources for materials for the later periods. However, historians do still use records, and Dr. Radoff thinks they should be better prepared before they come.

Men directing historical research in the universities should acquaint themselves with the materials we have available for their students. We publish lists of our holdings and descriptions of what we have. These professors should visit the archives and consult with the archivist before assigning thesis subjects. For instance, one professor urged a student to write a history of a certain town in Maryland. Student had wasted considerable time exhausting secondary materials, only to find when he came to the Archives that the town records had been destroyed during the Civil War.

The student should also be told what materials he will find in the archives. These records are in manuscript form and he must be able to read them. The time element here is important.

The researcher must know the difference between a land record and personal letters. He must realize that you cannot with biographies from government records. The subjects included in government records require training. Not one graduate student who has come to the Maryland Hall of Records has had any training in law, yet the materials are all legal. Understanding legal records isn't something students can get by consulting the desk attendant.

Most graduate students lack preparation in bibliography. The archivist often has to tell them that the subjects they have chosen have already been done. Before starting to work they should find out what material is in print or on microfilm.

The archivist is only the custodian of records. These are too voluminous to permit making of detailed subject and topical indexes from the point of view of the student. Dr. Robinson tried to do so but found it took too much time. "So far as I know, Illinois is the only place where they are trying to make subject analyses." Illinois hasn't had time to do this either

and our cataloging is years behind. Furthermore, it is impossible to arrange archives by subject as professors ask us to do. Every archivist who has tried to do so has got into trouble and has had to revert to archival principals of provenance for arrangement.

Archivists cannot let documents out on library loan. "You shouldn't loan either your tennis racket or your wife". The law prohibits loaning of archives.

Photoduplication facilities are available. Maryland charges no more for photostats and microfilms than in 1935, selling them at a substantial loss. Historians should not expect to be given free copies. Maryland does not permit use of private cameras because it does not want its materials handled inexpertly. Persons purchasing copies must give reference and the archivist must be given control over the way the copies are to be used and reproduced. No whole series are reproduced at any price.

Historians should not expect too much service from archivists. Archivists are employees whose first duty is to service the requests of their government and that service must always take precedence over work done for individuals.

The only afternoon session scheduled for Monday was the business meeting, which I attended.

The following officers were elected:

President, Louis Gottschalk, University of Chicago
Vice President, Merle Curti, University of Wisconsin
Treasurer, Solon Buck, Library of Congress
Executive Secretary and Managing Editor,

Guy Stauton Ford is retiring and the council has not yet found a suitable successor.

New Council members:

Heaton of Minnesota and R. H. Shaff of Johns Hopkins
Chairman of Nominating Committee for next year: Arthur Bestor, University of Illinois.

The Secretary reported that there are now 6,097 members. Dues are being raised to \$7.50 per year. The place for future meetings has been decided upon as follows:

1953 Conrad Hilton, Chicago
1954 Commodore, N.Y.
1955 Washington
1956 Chicago
1957 Statler, N.Y.

There will be a vote on the time of holding meetings which may change the place for 1956 and 1957 meetings.

Arthur Bestor's resolution about the high school curriculum was withdrawn at his request over the protest of a man from Catholic University. The Council has appointed a commission to study and report on the subject.

The Annual Dinner of the Association was held Monday evening. As this was a formal affair I didn't take paper and pencil so do not have notes on the announcement of prize winners or on the Presidential address of Professor Emeritus, James G. Randall of the University of Illinois. Dr. Randall was ill and unable to attend the meeting so Arthur Bestor read the paper, entitled "Historianship." Like all presidential addresses of the Association Dr. Randall dealt with his philosophy of history. Most people with whom I talked were somewhat disappointed in this. I thought it rather good, if trite. Luther Evans was Toastmaster. He looks much better than the last time I saw him. He sent greetings to all Illinois friends.

Tuesday morning I attended an interesting session on "What is historically American?" The program as given was quite different from the printed program, but I thought it was the best summarization of the American Heritage Theme I have heard. Solon Buck acted as chairman.

Merlo F. Pusey of the Washington Post spoke on the subject as viewed by a constitutionalist. I thought his was the best expose' of the subject. He said that the features in our constitutional government which are distinctly American philosophic are:

(1) Our republic is an instrument of popular will. We trust our ability to control our destinies and the theory that the state is the servant of the people permeates all our thinking. The roots of this philosophy go back to Jefferson in the Declaration of Independence: an assertion of the right of the people to throw off any government which abuses its power. The 1787 Constitution asserts that "We the people do ordain and establish." This fundamental philosophy of the sovereignty of the people makes it possible to revise or government and to create new political instruments as needed. Big government has been added to big business, but the people can translate their will without anarchy or dictatorship.

(2) Our government is by law. Tyranny by the majority is as dangerous as when by a dictator. The representatives of the people, however, are bound to adhere to the law like individuals.

(3) The doctrine of limited government originated in the Magna Charta and the English Bill of Rights, but the devices by which the government itself are held in check are a distinctly American influence. These are

(a) The division of power in political system. In Russia there is no way for an individual to invoke the law against the government. The doctrine of the power of the courts over the legislature and the executive is more important than the Bill of Rights. The most striking example in recent history was the Supreme Court's decision in the seizure of the steel industry by executive order. The division between the legislature and the executive is less important than the independent judiciary. As a matter of fact, we are now trying to get more cooperation between the president and the Congress. Checks here are the president's veto

and Congress's power to override the veto, to withhold funds, to impeach and to investigate. Sometimes these checks result in stalemate but they probably won't be altered. Another phase of the division of powers is the sharing of authority between the federal and state governments and between the state and local governments.. Centralized government may be more economical and less complicated, but less safe than the traditional American form of government.

(b) Freedom of speech and of assembly as guaranteed by the Bill of Rights. This has resulted in the discussion habit. All phases of policy making and execution are debated publicly. These debates may seem to result in feuding, futility and impressions of disunity, but then criticisms result in correction of weaknesses and replacement of poor officials.

(c) The freedom we have as individual citizens.

The second speaker was Brown H. Gabriel of Yale University who discussed what is historically American in our cultural ideas. He summarized these as follows:

(1) The sentiment of nationalism. While the United States is not the only country to develop this strong sense of nationalism, it was the first to do so.

(2) The abolition of monarchy and sweeping away of all remnants of an hereditary aristocracy resulted not in a belief that all men are on the same plane, but rather every man can achieve such honor and place for himself as his abilities warrant - that there is no limit to the ambition of the individual. This was the most potent weapon for attacks on slavery, criticism of unregulated capitalism and other evils. To the immigrant America was seen as the land of opportunity. There is the ethnic evolution that provides for the "melting pot" for aliens from diverse countries and for the stirring of conscience now working for improved social relations.

(3) The Virgin in statute of religion liberty gives us more than freedom to worship where we will - it divorces church and state.

Dexter Perkins, the third speaker, discussed the problem as a diplomatic historian. He said the most strikingly American feature is the extraordinary way degree to which public opinion influences our foreign policy. We had no professional diplomatic class in our early history, though there are more such now. The power of ultimate decision is not in the hands of the diplomats, but of politicians who seek to reflect popular feeling. Treaties must be ratified by the Senate and funds for implementing them approved by the House of Representatives. The usual rule of secrecy was violated almost from the first. The two most famous diplomatic documents were addressed to the American people - Washington's farewell address and the Monroe doctrine.

The result has been a strong element of partnership in foreign affairs. To be sure, politicians have injected an element of demagoguery in the discussions. But on the whole our foreign policy is free from the deals so frequent in Europe. The Yalta agreement was such a deal, and the widespread denunciation which followed was typically American.

The American diplomacy has been practical. However, though theoretically it might be too inflexible. Our diplomats have been supported by public opinion when they have had to back down, as in the 1899 Venezuela case, and the demand for unconditional surrender of the Japanese.

Our foreign policy has been notably marked by moral homilies which reflect the temper of the American people - such as "aggression is bad," "Democracy is best," etc. However we have been pragmatic in applying these principles. We tacitly agree that the Monroe doctrine applies to the Carribean area only, and with deal with dictators in South America, Spain and Jrrgos-lavia. This pragmatic approach makes foreigners regard us as hypocrites. We do demand a strong moral policy, but we are a practical people.

Another feature of our foreign policy is the strong peace element. We are not a militaristic people. Americans tend to think ill of their wars afterwards - witness the revisionists. We take seriously attempts to settle disputes by legal means, such as the World Court, the Kellogg Briand post, the League of Nations (originated by us).

The rapid demobilization after wars, seldom opposed at the time, always results in throwing away our bargaining power.

We have indulged in imperialism, but always with an uneasy conscience, as witnessed by our giving self rule as soon as possible. We criticize other nations for imperialism, however.

We give a wide definition to the term "security." The Monroe doctrine is a sample, the inclusion of the Philippines in our defense zone another, our past dependence on the British navy, the Tauman doctrine, Korea for collective security, etc.

We combine realism with idealism in our foreign policy which results in fewer mistakes than those made by dictators. Our foreign policy reflects the desire for a wide union of people.

Respectfully submitted,

ARCHIVIST

Historian Blasts Professional Educators' Views

EDUCATE—From Pg. 1

University, and past president of the association.

It was opposed as so many "reckless charges" by Dr. William H. Cartwright, professor of education and chairman of the department, Duke University.

Bestor, who began teaching at Yale in 1931, charged that professional educators in their role of policy makers have lowered the teaching aims of the public schools. He now is a member of the Committee on American Civilization of the American Council of Learned Societies.

He warned there is an "extraordinary and dangerous amount of loose thinking" among professional educators which questions the capability of the majority of young students to acquire and use intellectual training.

Broad Sponsorship

The controversial resolution, sponsored by more than 600 representatives of learned and professional societies and faculty members of 44 universities and colleges, declares the new commission will be divorced from professional educational associations and nonprofessional general organizations.

Bestor said he was against such specific things as a recent questionnaire circulated by a publicly-supported committee asking citizens, teachers and pupils what they "think is the job of the secondary school."

"History, mathematics, science and foreign languages are nowhere alluded to," Bestor pointed out, "hence, no one is permitted to suggest that training in these fields might be even a part of the 'job.'"

"Instead the school is supposed to be concerned with a potpourri of 55 'problems of high school youth' in which 'the problem of acquiring the social skills of dancing, playing party games, doing parlor stunts, etc.' is given just as much emphasis as 'the problem of acquiring the ability to study and help solve economic, social and political problems.'"

Bestor then criticized "life adjustment" educators who propose to bring the great problems of public life down to the level of their name.

Citing a report recently published by this group in Illinois, he referred to a chapter devoted to social studies. The first task of this course, the report said, is to "reduce the tensions and meet the needs of children and youth," Bestor pointed out.

There are some "airy proposals" to develop in students a "constructively critical attitude toward foreign policy," he said.

However, Bestor said, when the report gets down to specific classroom work, it suggests that the schools can serve the Nation in its "present hour of peril" by asking its students to "make studies of how the last war affected the dating pattern in our culture."

"In programs like these—and there are many of them—the schools are doing more than merely discarding intellectual training," Bestor said. "They are actively teaching the public a contempt for intellectual effort."

Earlier, Bestor criticized statements on the purpose of education of the Educational Policies Commission of the National Education Association and the National Association of Secondary School Principals—two of the most powerful organizations in the field of professional education.

Challenges View of Task

He said these groups recently made the "unqualified assertion" that "it is the job of the school to meet the common and specific individual needs of youth."

This "is not the job" of the school, Bestor said, adding the school is one, but only one, of the agencies of society that minister to the needs of young men and women.

"The idea that the school must undertake to meet every need that some other agency is failing to meet is a preposterous delusion that can wreck the educational system without contributing anything to the salvation of society," Bestor said.

Bestor said he thought an

overwhelming majority of the classroom teachers could be counted on to back a restoration of the intellectual purpose of the schools. He added that backing also would come from public school administrators who dissent from the "party line laid down by the powerful educational associations and by the public school bureaucracy."

The professor declared: "Control of secondary school educational policy ought not to be vested exclusively in a narrow group of secondary school administrators and professional educators."

He attacked the United States Commissioner of Education for being "so impressed" with the recommendations of the group of "life adjustment" educators that several years ago he appointed a commission to carry them out.

Bestor said these educators decided for themselves that intellectual mediocrity was the inevitable characteristic of a democratic society.

Bestor then condemned the "reckless remaking" of the public school curriculum based on sweeping conclusions by educational administrators concerning the "intellectual incapacity" of the American people.

He criticized the tampering with the content and organization of the curriculum by men

who are trained neither in the rigorous, scientific interpretation of psychological data, nor in the processes of scholarly and scientific thought that underlie the traditional subjects of the school curriculum.

The proposed resolution ordered that standards be maintained to prevent the deterioration of secondary school education which is provided for students not planning to enter college.

'Dangerous Loose Thinking'

Historian Assails Educators For Anti-Intellectual Trend

By Jeanne Rogers
Post Reporter

A leading historian charged yesterday that professional educators are watering down the teaching curricula in public schools in a narrow-minded pursuit of "life adjustment."

Arthur E. Bestor, jr., University of Illinois history professor, delivered this blast at current teaching trends in an address before an American Historical Association session at the Mayflower Hotel.

He asked a panel of fellow historians to support a resolution against this trend of "anti-intellectualism."

The proposal, to be presented at the association's annual business meeting today, calls for creation of a Permanent Scientific and Scholarly Commission on Secondary Education, to be made up exclusively of scholars and scientists.

Bestor's contention was supported by Dr. Carlton J. H. Hayes, Seth Low Professor of History, emeritus, Columbia. See EDUCATE, Page 6, Col. 4



The Washington Post
ARTHUR E. BESTOR, JR.
... blasts teaching trends

Censorship Berated As Threat to History

By Paul Sampson
Post Reporter

An eminent historian last night called on the Government to open up its records, some of which have been closed since the Civil War.

Howard K. Beale, professor of history at the University of Wisconsin, strongly criticized what he called "Government censorship" as a bar to writing adequate history.

He spoke at a meeting of the Mississippi Valley Historical Association, held with the current sessions of the American Historical Association in the Mayflower Hotel.

"Free and unrestricted access to materials is essential for us," Beale said, "yet materials are not freely available. We need constant pressure to open up Government records. Some are still closed back at least to the Civil War, though restriction so far back is rare."

'Reasons' For Secrecy

Beale pointed out that more often, it is recent papers that are not open. Fear of offending foreign governments and military considerations, he said, sometimes make secrecy necessary.

"But altogether too often our own foreign service men oppose opening archives as strenuously as do foreign governments, and the commendably full and relatively uncensored publication of the later 'Foreign Relations' volumes was attained only over their opposition," Beale contended.

He complained that military and Government officials often cite "national security" as an excuse for suppressing the papers when such an excuse is not reasonable.

"Many officials and particularly diplomats, military men and Department of Justice officials do not comprehend why in a democracy it is important to give the people and their historians full knowledge of what has been done in the past," the historian said.

He criticized historians who "are apparently delighted to cooperate in the policy of Government censorship by accept-

ing commissions to write history under Government blessing or even Government assignment from archives open to them but closed to others who are therefore unable to check them and contradict them."

Such a system of letting only a selected few whose views conform to the official Government policy see otherwise secret documents "can destroy our freedom of research and ultimately make what we write suspect," Beale maintained.

Threat To Values

"Official censorship so seriously threatens our democratic values that we must not let large appropriations for historical work or an unjustified interpretation of 'security' be used as an excuse for censorship," he warned.

The historian doubted the value of the detailed histories of our armed forces written by official historians at "colossal" cost to the taxpayers. He held, however, that the more general Government-sponsored history dealing with foreign policy and the broader aspects of World War II has "great importance."

Until all records are thrown open to historians, Beale said, work of official and semi-official historians must remain open to suspicion.

Most of Beale's address was a vigorous and eloquent plea for higher standards of history to keep scholarship and teaching free "to serve our high function of passing on the wisdom of all men of all ages whatever the effect on current institutions."

The three-day meeting of some 1500 historians will continue today with more papers, a business meeting and the association's annual dinner at the Mayflower.

U. S. WITHHOLDS VITAL RECORDS, SAYS HISTORIAN

Aids Only Propagandists And Apologists

The federal government wants only propagandists and apologists to have full access to its records, a leading historian said last night.

Professor Howard K. Beale of the University of Wisconsin renewed his attack on the government's policy of denying certain historians access to records in the field of foreign policy while granting it to others.

"We need constant pressure to open up government records," Beale told the convention of the American Historical association

meeting at the Mayflower. "Some are still closed back at least to the Civil War."

Beale spoke out also against military men and diplomats who use the "national security" as an excuse to block publication of past foreign policy records.

As bad as government censorship by security classification are the government-sponsored history projects which "let in only a selected few whose views are such that they will be certain to see history as the government wants it seen," Beale said.

Arthur M. Schlesinger Jr., of Harvard university, took issue with Beale. He told the convention that there are those who wish to rewrite the history of the last 20 years to advance a partisan political view. Schlesinger was supported by S. Everett Gleason, historian with the national security council.

A resolution calling upon the association to investigate current "anti-intellectual trends" in secondary school education was referred to a committee last night over the objections of Manoel Cardoso of Catholic university. Prof. Cardoso said the time was

long overdue for scholars and administrators to go on record against the increasing vocational content of education.

The newly-elected president of the association, Prof. Louis Gottschalk of the University of Chicago, said an investigation would be made by a committee composed of men on both sides of the issue. Prof. Gottschalk, an expert in the history of the French Revolution, said the matter is not a new one. It was first debated by the association in 1895.

A local historian, Prof. Louis C. Hunter of American university, was awarded John H. Dunning prize for his book "Steamboats on the Western Rivers" at a banquet last night.

New officers of the association elected along with Gottschalk are Prof. Merle Curti, University of Wisconsin, vice-president and Solon J. Buck, assistant librarian of Congress, treasurer.

ARCHIVES ACCESSIONS
December 1952

	Documents	Vol.	Drawers	Microfilm	Tape Recording
Secretary of State					
Index Dept.					
Dead records	12				
& cases					
Civil Service Commission			8	100	
Champaign Co. Recorder				100	
Illinois State Library					
Victory Book Campaign			3		
Nape recording, Barrett speech					1
Adjutant General					
Civil War Rosters by E. S. Johnson	10				
	12	10	11	100	1

ARCHIVES REFERENCE

December 1952

State Business

Secretary of State

Bookkeeping Dept	
Duplicate Pay Rolls	2
Corporation Dept.	
Annual Reports	57
Index Cards	39
Executive Dept.	
Certificates of Qualification	2
Trademarks	23
Index Dept.	
Elections	13
Enrolled Laws	19
Securities Dept.	
Closed Cases	2
General Assembly	
House Journals	8
House Bill	1
Election Contests	1
Miscellaneous	27
Registration and Education Dept.	
Real Estate Salesman	1

196

Archival Technique

In Person	1
By Mail	4
	5

History

In Person	
County history	1
Governor's Accounts	4
General Assembly	18
Name Index	39
Perrin Collect	2
By Mail	8
	72

Family History

In Person	
Census	
1840	2
1850	6
Mexican War	2
Civil War	27
Spanish American War	5
By Mail	
Civil War	20
Spanish American War	4
Census, etc.	5
	71

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ARCHIVES CATALOG
December 1952

Name Index
1850 Census
Clinton Co.

1295 cards

VAULT ADMISSIONS
December 1952

Adjutant General	4
Auditor of Public Accounts	53
Civil Service Commission	56
Commerce Commission	1
Finance Dept.	2
Liquor Control Commission	1
Mines and Minerals Dept.	2
Public Works & Buildings Dept.	
Div. Architecture and Engineering	5
Registration & Education Dept.	38
Secretary of State	
Corporation Dept.	2
Executive Dept	28
Securities Dept.	4
Supreme Court	4
Teachers' Retirement System	24
Treasurer	19

243

PHOTOGRAPHIC LABORATORY
December 1952

Photostats	<u>Negatives</u>
State Library	10
Archives	
Mail Reference	3
For	
Lieut. Gov.	12
Legislative Council	20
Executive Dept.	10
Index Dept.	4
Div. St. Parks	1
Regis. & Educ. Dept.	4
Corperation Dept.	<u>161</u>

225

225

Photographs

Negatives

8 X 10 Prints

Archives

Exhibit

4

4

ILLINOIS STATE LIBRARY
STAFF MEETING

Jan. 20, 1953

Mr. Meyer reported that the Christmas slump let his unit get caught up to the extent that at one time they were only four days behind in Mail Reference. Business has been picking up lately and now they are six days behind. He called attention to a stimulating article entitled "Anit-Intellectualism" in the New Republic for January 19, 1953

Mrs. Mc Mullen announced that she has two new assistants, a Miss Ryan and a Dick Warren.

Miss Nichols said that last week was the busiest since she came here. Copies of the last Illinois News Letter (State Library) went to all State officials and they are already responding. The Governor asked to borrow an encyclopedia for his daughters.

Mrs. Ennis says there has been a marked increase in circulation of recent magazines lately. The new books on the new book shelves are grabbed off very quickly so she has trouble keeping it filled.

Miss Lundeen has just finished an index to the cuts in Illinois Libraries. The cuts will be filed in Mr. Belair's office in the Archives basement, the index in Miss Rogers' office.

I reported on the recent American Historical Association meeting. I will not repeat here but will circulate a copy of my report to Miss Rogers when Mrs. Ishmael finishes typing it.

Mrs. Howard brought a new children's book which she particularly recommends: Charlotte's Web by E.B. White. Intended for children from 4 to 6, adults will like as well.

Mrs. Howard addressed a group of Urbana teachers who have formed an in service training group to study recent books on sociology. She is now filling two large requests for book collections: 2500 for Mr. Allen in southern Illinois and 2000 for Edwards county.

Miss Bailey said that she received a rejection slip on her Illinois Document Author List because she had used the official names of State departments as we do in our own catalog, instead of the latest A.L.A. catalog rules. It has not yet been decided whether to re-do this the way A.L.A. wants it done and then not be able to use it for our own catalog, or whether to publish it in Illinois Libraries as is and run off reprints.

Mrs. Langston said that Mrs. Arzinger is at the De Kalb regional service center which is doing well and in which 32 libraries are cooperating. Plans are underway for a new regional service center at Savannah. The new ordinance plant there is straining the facilities of the Savannah Public library and other nearby libraries. The Savannah Library Board is anxious for such a center to be started.

A similar plan is developing for the Mattoon region. That town is a railroad and shopping center and would seem to be a logical place for a library center.

Mrs. Langston is on the auditing committee for A.L.A. She is to talk on library extension work at the Melrose Park West Suburban Library Club soon.

She commends an article in the last Wilson Bulletin on "Political Education for Public Librarians" by the president of the library board of Levittown, Pa. The understanding of the political facts of life is necessary to a successful public librarian.

Another article in the same periodical on "The Small Library: Its Importance and Its Future" by the head of the library extension service in Massachusetts was spoken of by both Mrs. Langston and Miss Rogers. Massachusetts is the only state which has a library in every town. Some are good, others poor, but that is the situation and the author of this article says the State people should find ways to help them. Miss Rogers thinks this fits the Illinois situation. She does not agree with those who favor junking the libraries we have - we should help them give better service to their communities. On page 341 is an ad for Child Craft picturing Christopher Noon, son of Paul Noon, formerly on the State Library staff here.

The Texas Library Journal for December 1952 has a good article entitled "Full Libraries or Empty Heads" by Thomas G. Rice, of the Galveston Daily News.

Miss Ringerling said that a village named Leona (?) in her district is going to hold an election soon for creating a library with a tax. As the amount of tax they would raise would be inadequate for the support of a library she is opposed to the idea but not actively fighting it.

Mr. Boord reported that the superintendent of schools wants library service for eastern Hardin county. The librarian at the Cave in Rock high School has started an adult branch which she hopes to keep open in the summer too.

An election is to be held this spring for a district library for Union and Johnson counties. The Union county people are enthusiastic but Johnson county is still considering the proposition. A Lutheran minister there has become interested and is acting as chairman of the committee which is pushing for the library. Mr. Rendleman, formerly on the State Library Advisory Committee, is president of the Simpson Library Board. A preview center, a branch of our film preview center, is going to be set up in region 6. Mrs. Essery, formerly of our staff, now librarian at Anna, has secured a school bus which is being converted into a bookmobile which can be used to give wide service, with sub stations at Boon Gap and several other small places. This is significant in that these

developments came after our demonstration had been terminated. The people of the community got a taste of what library service could be, and missing it after the demonstration was over, have begun to do something about it. Miss Rogers thinks that very encouraging.

Mr. Haggard said he had been called to Fairfield for a consultation about a new library building. A fine lot has been given them. There is a good library board, working with Mr. Allen.

In Richland and Clay counties books have been sent to schools, and the service is now being extended to public libraries. Olney and Flora public libraries are cooperating in getting books to the people. There are no small deposit stations in east Richland county and a collection of 2500 books is being assembled to send down there. One difficulty they have had is that, though the county superintendent is enthusiastic and willing to have deposit stations in the schools, the adults won't go to the schools to get books.

Mr. Reid reported continued success of the film loan service. Although he had 292 requests in November in 202 as against 244 in December, he thinks this shows an increase in interest because of the competition of the holiday season. 204 films have been booked already. 85% of the 1035 requests from June to January have been filled. 686 titles were requested. Some one asked if they have the same difficulty in getting films returned as we do books, and Mr. Reid said "No", because most of the films are taken out for one specific showing and when that is over they are usually mailed right back.

Miss Dieckhaus said she was late to the meeting because today is pay day for the non-civil service ~~XXXXXX~~, and the rest of us will be paid tomorrow.

The State Library Advisory Board will meet at the Drake on Friday of this week. The terms of two members expired December 31, those representing districts 1 and 2. Mr. Barrett reappointed both but one refused and Miss Daymeyer (?) of Maywood was appointed instead. Dr. Folso of the University of Illinois extension service has succeeded Dr. Lindstrom on the Board, since the later has resigned to go to Japan.

Miss Davless reported that they are trying to check the new subject headings book before the old one falls apart. Miss Cook has been ~~xxx~~ coordinating the subject headings used in the pamphlet file with those used in the library catalog. An attempt is being made to iron out discrepancies in the catalog. Arrearages are also being picked up and a number of good finds have been made in the uncataloged materials.

Mrs. Curran said that Careers Publishers Incorporated has sent us the 1952 editor of careers as a gift. This lists careers in different industries, as Proctor and Gamble Co., and it has a scholastic and state index. 12 more copies have been ordered.

Miss Kissinger said she has had a number of requests lately on Illinois artists. She spoke last week at the Winchester Woman's Club on "Art as a hobby."

Miss Rogers announced that there have been several changes in the State Library staff recently. Miss Maud Mc Donald, formerly secretary of Mr. Barrett, has been added to the Administrative Office staff. She was present at the meeting. Mrs. Mc Cue resigned to accept a position as housekeeper-companion to Mrs. Prince. Miss Tipton has gone into the insurance business and Mike Concheff into the investment business. All of these were resignations, none were asked to leave.

Miss Rogers said she had a brief conference with Mr. Carpentier the day after inauguration. She asked what instructions he has as to the library and he replied that he wants the library to be carried on so that it will continue to be on top. He is going to be very slow about making changes. He expects to come to a staff meeting in the near future and hopes to meet all the staff. He wants us to put forth our best efforts, in quite the same spirit as that suggested in Mr. Barrett's farewell letter to his employees. Miss Rogers suggests that staff members quit talking and speculating about what is going to happen - that we leave such matters to the politicians. Instead, we should try to sell the library and ourselves.

Miss Rogers also commended articles in the last Wilson Library Bulletin. We have received an invitation to attend the dedication of the new Gross Point (Michi.) Library Building of which Robert Orr, formerly of the State Library, is librarian. We were also been invited to attend the Morgan county historical society program January 16, which is to be devoted to the fiftieth anniversary of the Jacksonville Public Library in their present Carnegie Building. Miss Rogers attended. She was called upon for a few remarks and spoke of the large number of former librarians who have been connected before or after they served there, with the State Library - including Alice Williams (retired from Moline Library, formerly on our Advisory Board), Charlotte Ryan, Grace Murray, Dorothy Hiatt, Florence Johnson, Frances Bailey (present librarian), Miss Cowlick, Alice Stuart, etc. Open house will be held at the library Sunday February 22 from 2:30 to 5:30 and Miss Rogers hopes that any of the staff who can will attend.

The Library Journal for January 1953 announces the starting of a placement bureau for librarians. Miss Rogers inquired about this and finds it is what we have been doing here for the last five years - merely trying to get librarians and boards together, but without making recommendations.

She wants us to look at this same issue p. 45 on "Low Cost Staff (Stack?) Lighting. She wants all unit heads to study this with the idea of perhaps adopting some of the suggestions to our library.

The Autograph Collectors' Journal, Winter issue 1953, contains an article by Harry Pratt on Manuscripts in the Illinois Historical Library. Miss Rogers says all of us should read this so that we will be informed as to just what ~~this library has borrowed~~ from Mrs. Ennis.

Major Allen who was on our staff working on Illinois imprints has now completed the time we promised to keep him on the staff. He asked about a collection of uncataloged pamphlets believed to be at Shurtleff College. Miss Rogers wrote there and received an unsatisfactory answer. A similar letter to the Edwardsville Library

asking about an early Illinois broadside believed to be in that library brought an answer that it was there but could not be loaned. Mr. Helm is being sent down this afternoon to photograph the document.

A report on absenteeism of all members of the State Library staff for the year 1952 is posted on the staff bulletin board on the second floor of the Centennial Building.

A new edition of the First Aid Information wheel is now available. Those wishing to purchase copies should see Miss Dieckhaus.

Dun and Bradstreet is furnishing a report on management for the 19th International Management Conference to be held in Brazil. They asked Miss Rogers how we determine whether techniques and management schemes we use are worthwhile. Miss Rogers explained how we evaluate our film program; also the way we introduce new employees to our procedures (studying the manual, conducted tours of library, etc.)

Miss Rogers distributed new forms we are to give to new employees to find out whether they understand the manual and its use. She also wants old employees to fill them out and to hand them in to their supervisors. I will get a supply of these and hand them out to you, perhaps tomorrow.

Virginia Fowler, editor of Children's books, a series of biographies for young people, inquired about whether to go ahead with a proposed biography of Lie, former secretary of United Nations. Miss Rogers asked advice as to how to reply and the staff agreed that there would not be sufficient interest at this time since he has resigned and there is strong feeling for and against the U.N. at this time. There are plenty of biographical articles available about Lie to supply any demand.

Miss Rogers spoke of three new bills introduced into the General Assembly. They have merely been introduced and may or may not go through. S.B. 12 calls for a commission to study pension laws for persons in government service - to report in 1955. This probably means that the administration is not going to revise present laws this session. S.B. 15 would permit governmental agencies to enter into collective bargaining agreements with their employees - something which might affect public libraries. HB 1 calls for a commission to study the possibilities for establishing a four year undergraduate college in the University of Illinois for the Chicago area - which might affect our library arrangements.

Miss Rogers showed the pamphlet describing the new NEA tours of South America and Europe - low cost tours* for 1953, and instructed Mr. Reid collect pamphlets on other tours for the reference room.

A.L.A. will meet at Los Angeles June 21-27 with National Association of State Libraries meeting June 19-23. Miss Rogers says she does not know what Mr. Carpenter's policy will be about attending professional meetings but assumes that it will remain the same. A draft of the tentative program is posted on the staff bulletin board in the Centennial Building.

Mr. Garfield of Johns Hopkins University is making a study of the usefulness of the tables of contents pages of magazines. He is also studying the demand for an up to date digest of library and archival literature. He is using Illinois Libraries as a sample of one of the periodicals to be indexed in this connection. This index will be sponsored jointly by the Welch Medical Library of Johns Hopkins and the Technical Information Division of the Library of Congress.

David Clift of A.L.A. sends a memorandum about the Feb. 3-7 Workshop for Library Organizers to be held Feb. 2 in connection with Midwinter A.L.A. Feb. 3-7. Most session of the latter will be closed. Mrs. Langston will attend because she is on several committees.

The annual report of the Indiana State Library for the year ending June 30, 1951 has just been received. Our biennial report for the two years ending September 30, 1952 is now in press, being printed in January Illinois Libraries. The Indiana Library Report proper is just pages 3-14 inclusive, the rest of the pamphlet being taken up with library statistics. I inferred that Miss Rogers does not think highly of this report.

She announced that the new name of the New York Curb Exchange is American Stock Exchange.

Dr. Hanna's address on Adult Education which so impressed Miss Rogers and Mr. Read is now posted on the bulletin board.

An article in Public Relations News Letter of December 29 states that a survey made among workers indicates that regular church attendants make better workers, and that 3 or 4 of those workers having strong religious beliefs were in the well adjusted group.

The Wither Library of Bloomington issues an annual letter addressed to former staff members, giving news about the library and former staff members. Miss Rogers wondered if we should not appoint a committee to issue a similar letter here. Several said our News Letter would be sufficient.

Miss Rogers asked if anyone had heard of any Illinois contributions to the Pinocchio memorial statue in Italy and no one had.

She mentioned an article "Guide to Maps Collections at the University of Illinois" published in Occasional paper 1931, December 1952, with which she thought the staff should be familiar.

She asked us to be cautious about the use of supplies so that we shall have enough to last for the rest of the biennium - such things as using scratch paper rather than letter heads for notes, etc.

Several narrative reports said the last Christmas party was the best ever, but commented that too much office time was spent in getting ready for it.

In an emergency the staff member must send a memo about it to the Administrative Office before leaving the library, not after his return and call the Administrative Office directly not merely telling some one to tell someone there.

Mrs. Langston said the Extension staff is working on a formulation

of the State Library's Extension program, to be presented to the I.L.A. Committee working on the same. The dates for the spring regional meetings have been set.

The next staff meeting will be held February 10.

Margaret C. Norton
Archivist

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for January 1953

Accessions. We had fairly heavy accessions this month as is usual for the first of the year. None of these represented new categories of materials, however.

We are about to receive one very important accession from the Waterways Division, the type which flatters us since it is a "security" deposit. The Waterways Division is sending us the records of the resurvey of the Illinois and Michigan canal which is the first made since the Mathieson survey of 1847-48. At present they are sending about 90 field books and 150 plat sheets, with more to come later. They are making copies for their own office use. They are sending a five drawer section of a map case, but this has neither top nor base so only three of the drawers can be used. We have two empty drawers in our map case so can accommodate the present shipment.

Departmental Vaults. The following Departments have been authorized to transfer records to their Departmental Vaults: Secretary of State; Corporation Department; Adjutant General; State Treasurer; Insurance Department; Statistics Division of Public Health, and Superintendent of Public Instruction.

Staff Work. We have been doing some major shifting of records involving several hundred drawers. We hope we have provided expansion space for the various series so that we shall not have to shift again, except possibly in minor spots, for several years.

Because we have done so much shifting in the past biennium and because we find many minor errors in our shelf list, we are making a completely new shelf list. Catalog entries are being added and we are noting places where additional finding aids are needed. Mr. Cassidy, Mr. Rountree and I are working on this, each taking a section. As soon as Miss Scheffler catches up on the Name Index filing I shall put her at work on this also. The others are working on the materials in the drawers first, making new listings and new labels. I have been working on the 11th level and so far have only found time to do the Treasurer's records which had been put away when first received with merely a checking of the inventory list that accompanied them, with little attempt at classification or detailed listing. These have now been reshelfed and recataloged. Some of the cards have not yet been typed so I am withholding statistics until next month. This is a major project though it takes little space in the report.

Another major task which we have long planned but on which I have only recently started is the reindexing and renumbering of deeds to State property. Index numbers have been assigned by the Index Department at the time the deeds are registered. Miss Winterbauer has done the filing and I have paid little attention beyond seeing that she filed according to the number indicated. When I was helping Mrs. Ishmael with the routine of the Archives I found that the very first deed to be filed had been assigned to a number for an entirely different institution. When I called Mr. Butler to ask about this, he said the error arose out of a new clerk who did not understand all the fine points of the classification. "Frankly, Miss Norton, our numbering system and indexing system has broken down completely and I wish your department would work out a new system and make a new index. You should really recheck all the files to catch probable discrepancies." We decided that the best classification would be to use the county as the primary number. I have already compiled a new listing by present numbers and have located the weak spots, I believe. It now looks as though this may not be as difficult a task as I had first feared, though it is going to take time to check all the folders as Mr. Butler thinks we should do. At present I am trying to work mornings on the inventory and afternoons on the deeds, though that schedule often has to be broken for other more immediate tasks.

I have also finished a revision of the Archives Manual for reference work. A copy will be submitted as soon as the typing has been completed. I plan also a revision of the section on the Photographic Laboratory to be done in the near future.

Mr. Cassidy continues to do most of the mail reference work. Mrs. Ishmael is brushing up on her shorthand and has enrolled in the Civil Service refresher course on dictation. Her ability to handle our correspondence is speeding up our reference service. Mr. Cassidy's report on searches in the census and civil war records does not correspond with my memoranda on letters sent out--my data indicates he has done more than he takes credit for, so I won't try to cite his breakdown. When Mr. East completes the work on the Randolph county microfilm project I will assign a larger proportion of the mail reference to him.

Mr. Rountree has had little time to file Corporation reports though he finished the 1949 "for profit" reports.

Mrs. Robeson has filed "Not for Profit" Corporation Reports for the years 1950 and 1951 through the letter "S" and the 1952 reports for the letters "P" - "S".

Mr. Cassidy has also continued his indexing project on Insurance Reports, now working on volume 214 eight volumes indexed in January.

Miss Scheffler has divided her time between filing Name Index cards and the two exhibits described below. I did some of the preliminary work on the exhibits.

Mr. Cassady and Mr. Rountree also gave four or five half days' each to the film previews. Mrs. Robeson was loaned to the administrative office two days.

Mrs. McFadden has continued the 1850 federal census indexing, with some assistance this month from Mr. Rountree. She has also done some corporation filing and took care of the election records accessions. She did most of the stamping of the name of the new Secretary of State on State publications issued at the Archives Reference Desk. Of course her major work still is that of the direct reference desk.

Archives Exhibits. The Centennial Building exhibit for most of the month of January had the theme "Services of the State Library to the General Assembly." The committee consisted of myself as chairman with Miss Bailey, Mr. Reid and Mrs. White. As usual, however, Miss Scheffler did the "leg work." Miss Bailey filled one case with Illinois documents, Mr. Reid one case with speech-making aids and recreational materials. Presumably each will report details of the contents of those two cases. The Archives case explained how the Archives preserves the records of the General Assembly, showing photographs of the vaults, of the enrolled laws files, an open drawer showing how legislative bills are filed and an open drawer of the catalog showing how the legislative records are made accessible. We also showed a photograph of the 1951 Journals to contrast with photostatic copies of the 1812 Journals. An Illinois flag and a gavel were "eye catchers." Two photographs of the opening joint session of the 1953 General Assembly were posted on the large bulletin board, together with appropriately worded signs.

The current archival exhibit is the ever popular "One hundred years ago in the General Assembly". The 1853-55 State budget and portraits of the State officers of 1853 occupy the west wall case. Enrolled laws are exhibited in the other cases with some pictures. Included are such laws as the charters of 18 Illinois cities and towns, including the Governor's home town of Morris, and Aurora, Carlinville, Carlyle, Dixon, Edwardsville, Grafton, Havana, Hutsonville, Knoxville, Lockport, Marshall, Nashville, Ottawa, Paris, St. Charles, Warsaw and Waukegan. The acts creating the only new county, Kankakee; several new judicial circuits and the reorganization of Lincoln's Eighth Circuit. The relocation of several county seats; the creation of several new townships; changes in names of several towns. Charters of Illinois State University at Springfield (site now that of Concordia Seminary) and of Wesleyan University at Bloomington; of several Masonic lodges including the Grand Lodge of the State and Springfield's Central Lodge No. 71; of Bishop Hill Colony; the Illinois State Agricultural Society. The appropriation for a new "House for the Governor" (a propos of which the Corneau's have been doing considerable research in the Archives and recently discovered the hitherto forgotten name of the architect). Several firsts such as the charter of the Chicago Philharmonic Society, the

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first game season act the first act requiring labelling of medicines. Several "curios" such as the act prohibiting immigration of free negroes into the State (which happened to have been signed on Lincoln's birthday), a prohibition act, authorizations for cities and counties to subscribe to stock in railroads and plank road companies. Sundry acts to illustrate various subjects which engaged the attention of the legislators.

On the second floor we did something we had not done before--an exhibit of one act relating to each county in the State under the general sign "General Assembly 1853. Find a Law Relating to Your County". We found an 1853 enrolled act for every county except Brown, Edwards, Johnson and Pike. Douglas and Ford counties were not in existence then. A copy of Governor Matteson's Inaugural Address and a report by a committee recommending that the State Library's most valuable books should be collected and put in locked glass cases. (So your rare book collection isn't as new to the State Library as that!). We had one case left over and Miss Scheffler put the lovely colored reproductions of Chicago in 1830 in that.

State Records Commission. The State Records Commission held its regular meeting on January 6. In this connection I finished a card index of all categories authorized for destruction by the Commission and brought over "History of State Departments" down to date on the subject "Records Authorized for Destruction under Illinois Statutes." The "History of State Departments" was terminated with the year 1943, (125 years of statehood). I expected to bring this down to date every 10 years thereafter--and this session of the General Assembly will be the end of the ten years! No danger of running out of work!

State Library Council. The Council met twice on January 6.

Randolph County Microfilm Project. Work continued on the microfilming of early Randolph County records. All bound records of the Circuit Clerk and Recorder's Office and the office of the County Clerk have been copied; all French records; all probate case and all circuit court files through 1818. Mr. East thinks the field work will be completed by the weekend of February 7. All film taken prior to the first of February has been checked for retakes. The first 33 films have been cataloged, subject to minor changes resulting from collation. As soon as I finish the deed indexing which would seem to be a "must" I will recheck Mr. East's bibliographical notes. The next step will be the splicing in of retakes and perhaps a more logical arrangement of the volumes. This preliminary editorial work I will do, then Mr. East and Mr. LeHart will work together on the splicing.

For this splicing, however, we shall apparently have to purchase a new splicer as Mr. LeHart reports that ours, purchased when microfilming was very new, does not produce a splice that will hold. It is intended only for splicing the leader strip to the film, not for insertions within the body of the film. I wrote to the National Archives for information about splicers and am sending a separate memorandum on the subject.

Mrs. Theodore Pease and Professor Marguerite Belting came over from the University to discuss the project on February 3. Although that visit took place after the period of this report, it seems appropriate to relate here what we discussed at that meeting.

They examined the films and thought the quality of the photographic work excellent. Miss Belting looked at films for several documents which she remembered and remarked that it is evident that there has been continuing deterioration of the paper. She said our reports indicate that the present Circuit Clerks and Recorder has done all he can to protect the records through putting loose documents in filing cabinets and apparently trying to check termite damage, though she thinks termites have been in certain records since she worked on them.

Both the University of Illinois and Southern Illinois University wish copies of the films. When I first talked to Mrs. Pease she thought their laboratory could make the copies. She now says they cannot--we will have to send the films to Diebold's to get copies made. Both Universities will of course pay for their own copies. I think we should get two copies for ourselves, one of which could be loaned to any graduate school which might ask to use it.

Dr. Belting agrees with me that the French records in Kaskaskia and Cahokia are really one series--the records of the French notary--and should be translated and edited as one work. The University has no funds for editorial work or publication. Mr. Monaghan got his board to agree to publish the records as a volume of Illinois Historical Collections. Since that series has been discontinued that possibility has evaporated. I said that when the Archives Division was started we entered into a tacit agreement with the Historical Library that, since they had already published most of the early Illinois archives, we would not enter into competition with them by starting a publication program of our own. I said that I am sure no publication fund has been set up in your budget for the coming biennium and am dubious about its inclusion in a future budget. I did not suggest publication in Illinois Libraries with a reprint from that, because I do not think this work of sufficient popular interest and it would take several years to publish it in the restricted number of pages we could have in each issue. However, with microprint or even microfilm (which latter we could do at least in part in our own Laboratory) as possible publication media, I am not concerned too much about the actual publication provided we can get the editorial work done.

Dr. Belting is interested in doing the translations and other editorial work provided she can be compensated for her expenses. (It will be necessary to check microfilm against original copy where the original is badly faded, locating additional material in St. Clair County archives and perhaps in St. Louis and elsewhere). She does not seem to realize that the State Library could not pay her to do this work even if we had the money, since she is already on one State payroll. I asked why the money appropriated to the

Illinois Historical Survey for its share in this microfilm project could not be used. Mrs. Pease replied that the appropriation was to the University's photographic laboratory to do a specified amount of work for the Survey and none of the money can be used for editorial work. I then suggested the possibility of getting some graduate student to do some of this as thesis research and Dr. Belting said the History Department has that in mind but has not yet found a candidate capable of handling the work. Mrs. Pease says the Survey has a most limited budget--herself on part time assistant. I feel quite definitely that any publication is the responsibility either of the University or of the Historical Library. Isn't Dr. Pratt in on this cooperative project too?

I told Mrs. Pease and Dr. Belting how you got us invited to do this microfilming--through the desire of school authorities to get French material made available for the use of school children studying local history. I told about our exhibit of Cahokia material of Kaskaskia interest at the Randolph County Fair last year, which material we later presented to Mr. Bradley for use in schools. I said we should prepare a similar exhibit made up of enlargements from our Kaskaskia microfilm and requested her to select some material for us. She promised to do so. She published one novel on French Kaskaskia for children last year and has another in press. Copies of these should be obtained for the Library if we do not have them on order.

Staff Memoranda. Mr. Cassidy had two children in the hospital during the month. One, Allen, his three year old, was in critical condition from bronchial pneumonia for several days but both have now recovered. His oldest son has made straight 'A's all through grade school and for the first semester of this, his Freshman year. He appeared twice on radio station WTAX in Feitchan's High School Latin demonstrations.

Mr. Cassidy has given up his outside work as recreational director of the Y.M.C.A. at Highland Center, but participated in the recent Y.M.C.A. membership round-up.

Mr. Rountree discussed his graduate studies with me. Several years ago he started working on his Master's in Social Work through the Civil Service In-Training Program. At that time he had thought of getting into something like the Urban League work, especially in view of his wife's training and experience as a home economics teacher. For a couple of years, however, no graduate courses have been offered by Civil Service in his field. He has decided that he wants to stay in the Archives field, and has been advised by friends on the faculty at his own school that the negro University archives field is opening and will offer him opportunities since very few negroes have had any experience in archival work. Meantime he is anxious to prepare for any promotional civil service examinations we might offer. He asked my advice about continuing his work on his Master's, and is willing to drive back and forth to Urbana for night classes if necessary. I advised him to consult with Mr. Brown about a switch to Public Administration for his major and the possibility of applying at least one of the three courses for which he already has credit, to

a minor. He hopes a year from now to be able to ask for a leave of absence (which he understands would have to be without pay) either to complete his Masters' or preferably to take the Archives course at Washington. Meantime he has requested me to outline a course of reading on archives, has taken some literature to study and wants his name submitted for membership in the Society of American Archivists.

Inauguration Day (January 12) the State Library was closed to the public but the staff worked 8:30 A.M. to 5:00 P.M. with the usual noon hour. Mr. Charles F. Carpentier succeeded Mr. Edward J. Barrett as State Librarian.

Respectfully submitted,

Archivist

Report of Ernest E. East, State Archival Assistant, January, 1953

The Archival assistant, in company with Jack LaHart, photographer, continued filming of Randolph County records at Chester in the period January 14-17 (all day Saturday, including travel), and January 19-23. Copies were made of more than one hundred court case documents, among other records/copied. Documents were in the period 1809 (when the territorial government court functioned) into 1816.

Following this operation the archival assistant was occupied with typing temporary cards for the Archivist and inspecting films processed to observe quality of reproduction. Good handwriting by the court clerk and good quality of paper used made for excellent results on films. The assistant wishes to compliment Mr. LaHart for his careful workmanship and his willingness to assist in preparing records for copying.

Other work in the month included research on requests for family history, five in number.

ARCHIVES ACCESSIONS
January 1953

	<u>Drawers</u>	<u>Documents</u>	<u>Micro. Reels</u>
Secretary of State			
Corporation Dept.			
Annual reports, 1950			
Foreign		6,634	
Domestic		42,000	
Domestic, Not for Profit		16,500	
Correspondence	46		
Index Dept.			
Election records		514	
Deeds to State property		4	
Enrolled Laws, 67th G.A. (1951)		847	
General Assembly records, 66-67th)		20	
General Assembly records, 68th (1953)			
Oaths of office		186	
Department of Registration and Education			
Applications, Barbers licenses		32,354	
Peoria County Recorder			4
Governor's Office			
Official correspondence, 1941-48	4		
	<hr/> 50	91,059	4

ARCHIVES REFERENCE
January 1953

State Business	
Secretary of State	
Corporation Dept	
Annual reports	102
Index cards	61
Executive Dept	
Executive Register (Proclamations)	3
Notary bonds	2
Trade Marks	12
Index Dept.	
Official bonds	1
Enrolled Laws	18
Elections	5
Leases and bonds	2
Securities Dept.	
Closed cases	2
General Assembly	45
Registration and Education Dept.	
Professional licenses	4
By Mail	2
	<hr/>
	239

Archival Technique	
By Mail	5
	<hr/>
	5

Family History	
In Person	
Civil War records	27
Name Index (Phone Calls Only)	43
Spanish American war records	5
Federal Census	
1840	2
1850	5
1860	4
By Mail	
Family history	21
Civil War	11
Spanish American war	1
	<hr/>
	119

History	
In Person	
County board proceedings	2
County histories	3
Blue Book	3
On roads, for Historical Library	1
By mail	4
	<hr/>
	13

Archives Reference, Cont.

Counties

1
1

Records Commission Correspondence

5
5

Grand Total

402

ARCHIVES CATALOG
January 1953

Name Index

Perrin Collection

158

Cross References

60

Census 1850, Clinton Co.

~~1849~~

2061

Catalog

Reference Library

22 cards

VAULT ADMISSIONS
January 1953

Commerce Commission	4
Adjutant General	5
Public Instruction	4
Div. of Waterways	3
Dept. of Agriculture	1
Div. of Architecture & Engineering	4
Dept. of Registration & Education	33
Teachers' Retirement System	29
Illinois State Civil Service	40 - days 22 - nights
State Treasurer	19
Executive Department	27
Auditor of Public Accounts	52
Liquor Control Commission	1
Dept. of Public Works & Buildings	1
Index Department	1
Corporation Department	8
Attorney General	<u>1</u>

254

PHOTOGRAPHIC LABORATORY
January 1953

	<u>Negatives</u>	<u>Positives</u>
Photostats		
State Library	246	3
Archives	23	
Corporation Dept.	9	
	<u>278</u>	<u>3</u>

	<u>Negatives</u>	<u>8 x 10 Prints</u>
Photographs		
State Library	5	14
Archives	18	32
	<u>23</u>	<u>46</u>

	<u>Reels</u>
Microfilm	
Randolph Co. project	47
To date 1 more week's work (to Feb. 7)	
Periodicals for Library	<u>10</u>
	<u>57</u>

STAFF MEETING
February 10, 1953

Miss Rogers introduced four new staff members, all in Circulation Records, who were guests: Mrs. Tarr, Miss Ryan, Mr. Warren and Mr. Houser.

Conversion to A-C electric current in the Centennial Building is nearly completed. State Library motors are being changed. Some fans will have to be replaced.

The weighing machines in the Shipping Room are not to be used for weighing people. The expense of keeping them in balance is great and they have to be adjusted too often when they are used by people. A swinging door has been placed at the entrance to keep people out who do not have business there. Particularly Miss Rogers warned that the Shipping Room phone is not to be allowed to be used for personal calls. For that matter, Mr. Carpentier has issued an order that State employees in his departments must not use office phones for personal calls except in emergencies. Tell your friends not to call you at the office, and do not call them. Mr. Carpentier threatens to discharge employees who use the phones for personal business. Telephone operators have been instructed to break in and cut phone calls when business calls come in on a line which is being used for a personal call.

Those who have not yet filled in the form "Quiz for New Employees" should do so at once. This form is to be filled in by old as well as new employees at this time.

Mr. Storm of Technical services has gone to the Hoover Vacuum Cleaner Co. as service man. Mr. Parks is going to the Teachers' College at Cape Girardeau. There is some confusion in our minds as to whether he is to go to school there or be in the library. Mr. Haggardy has a new baby, John William.

Because of the turnover and vacancies in the State Library staff, Miss Rogers says that departments that are behind in their work shall work from 8:30 to 5, and this is not to be construed as over time. (Let us hope the Archives will not have to do so.)

The dates for the Regional Library meetings in Illinois are posted on the Bulletin Board in the Centennial Building. A map showing where they are to be held will appear in the February Illinois Libraries. The final dates for the meetings will appear in the March issue.

The January issue of Illinois Libraries contains the Biennial Report of the State Library (including this time, a report of the Archives). A copy is now being circulated among the staff and all are requested to read the entire report.

There are two bills before the General Assembly of library interest. SB 38 provides for a bond issue to be used for State buildings, to be paid for from the Retailers' Occupation Tax. The addition to the State Library is the second item on the list, but Miss Rogers warns that that does not ensure our getting the building. The bill still has to be passed, and since this is a bond issue, I would think it would have to be submitted to a vote of the people.

The second bill, HB 14, amends the Cities and Villages Act to enable local governments to provide group insurance for their employees on a deduction basis.

2000 copies of the "Notable Books of 1952" leaflet issued by a committee of the A.L.A. Division on Public Libraries, have been ordered for use of the State Library.

Miss Rogers circulated the Adult Education Program announcement of the Maine Township Library at Des Plaines, Illinois. 4000 persons registered in adult education classes last year.

Mrs. Maxwell, the daughter of one of the justices of the Supreme Court and one of the new Assistant Attorneys General, will be a good and influential friend to libraries. Her husband is a member of the library board at Nashville.

The two girls who won the talent show trip to the inauguration as Representative Mack's guests are neices of Mrs. Teague (janitress in the State Library).

The Western Reserve Library School is holding a workshop for library administrators on July 6-24. Ralph Shaw will conduct the course. This is the first time such a course has been given.

The Feb. 15 number of Library Journal has an excellent article on Quality Control in Libraries. This is on business management for libraries.

On Jan. 13 a meeting was held at NEA on equity on postal rates for library audio visual materials. A.L.A. and other participated. A bill has been drafted to reduce rates on such materials to the same as for books. Costs are now prohibitive, so we are very much interested.

The report on the book fund budget for January shows that a number of the library departments have overdrawn their accounts. (Not the archives). Miss Rogers requests that for the rest of the biennium the unit heads should be cautious in selected "must" books--hold all you can for the next biennium.

The Federal Security Agency in Washington is concerned over the increase in children's delinquency. ~~XXXXXXXXXXXX~~ It is predicted that there will be a 45% increase in children in the 10-17 year age group within the next decade, and preventive measures against delinquency are necessary. Librarians have a place there. A.L.A. and Federal Security Agency are working on a new bibliography on this subject. The Children's Bureau also plans to issue new materials on the subject. The December 1952 issue of "The Child" was entirely given over to the problem of delinquency. In planning programs staff members should gear to this. (How can the archives?)

Miss Rogers and others reported on Mid Winter A.L.A. Miss Alice Ducas made an eloquent plea for holding the next A.L.A. in Mexico City. This was turned down because of transportation difficulties in moving such a large crowd there at once. Miami also invited A.L.A. but since the cost of the conventions is made through sales

of exhibit space at \$1000 each the exhibitors blocked this when they learned they would have to exhibit in tents. Minneapolis was then decided upon.

Miss Rogers attended the meeting of periodical editors. She did not think highly of the speeches. Miss Helen Wessells of Library Journal, however, did make one point which Miss Rogers says should be emphasized. Persons sending articles to magazines should send to only one magazine at a time and wait for a rejection slip before sending on to another editor. Illinois Libraries and Library Journal recently found themselves in the embarrassing situation of having the same article in press at the same time. This has happened elsewhere, and as a result the editors are developing a blacklist against authors who do this trick.

The A.L.A. committee on library periodicals is working on such questions as exchange, standard uniform advertising rates for national advertising, improved format and editorial content.

Mrs. Kipp of the Harvard College Library is on leave of absence to work with UNESCO on the project for A.L.A. gift coupons. These are similar to CARE in that they sell for \$10, but instead of sending materials the purchaser can designate a family in Europe to receive money instead of goods - money they can spend for things they want rather than for standardized articles. ★

Attention was called to the new format of the A.L.A. Bulletin. Their stationery has also been redesigned.

The placement bulletin at the Midwinter meeting indicated that there are many library vacancies. There are so many in the State of Michigan that the libraries from there took a room and were interviewing candidates for jobs.

The annual report for the Adult Education Fund is now available. Announcement of the project for 1953/54 has been delayed on account of the change over from Hoffman who resigned and Gaither recently appointed head of the Ford Foundation, which I gathered, finances the Adult Education project. Edsel Ford has asked for an accounting at the next meeting of the Ford ~~XXXXXX~~ estate. Miss Rogers said Edsel, but since he is dead I presume she meant Henry Ford, present head of the family.

Last Wednesday Miss Rogers attended the 10th book and author luncheon given by the Sun Times at Chicago. Ben Thomas of Springfield, author of the new Lincoln biography; Albert Halper, author of The Foundry; and Cleveland Amory, author of The Proper Bostonians and more recently, The Last Resorts were speakers. 350 were in attendance

Miss Norton reported that over 340,000 documents were accessed in the month of January, none however, representing new categories. She said that the Kaskaskia microfilm project has been concluded so far as the field work goes, and suggested that Mr. East report on this.

Mr. East said that we have taken 4600 feet of microfilm probably representing 75,000 pages. The Randolph County Court House is 103

years old and has nothing comparable to a vault - all records are on open shelves in the various offices. The records in this county are the most valuable historically in the State. The French records go back to the year 1718 and we took copies of all we could find. All bound records were taken to 1850, including land records, records of deeds, court proceedings, probate, marriage records, etc. Probate and circuit court case records were copied for the territorial period. Although slavery was prohibited there are frequent references to slaves or indentured servants. Indictments were returned for such trivial matters as the theft of a heap of walnuts value at \$2.50. Significant figures in Illinois history are well represented, such as Pope (first delegate to Congress, territorial secretary of State), Elias Kent Kane (first Secretary of State), Daniel Cook (delegate to Congress from the Territory, for whom Cook county was named), Jesse B. Thomas (State treasurer, supreme Court Judge), etc. Kane had more cases than all the rest of the attorneys put together. One amusing indictment was against Ninian Edwards and Capt. James Adams, road supervisors, for failure to perform their duties. The sheriff, however, endorsed on the back of the summons, "Not executed." Articles on these records by Mr. East and Miss Norton are promised for Illinois Libraries.

Mrs. Curran announced that a book of poems "Dreams for Sale" by Gloria Lee Taylor of the State Library staff is coming out this week, or rather, Friday th 20th. We will hold a library tea for her on that day, inviting librarians in Springfield. Mrs. Curran will have a few extra copies on hand which Mrs. Taylor will autograph if any can to purchase them Price \$2.50.

Copies of the Smith Corona Typewriter Company's Tips for Typists are on hand and any staff members who use the typewriter may obtain copies from Mrs. Curran.

Miss Kissinger reported that her staff has been working on the art stacks and especially the vault, and she thinks now that all the art books can be readily located. There are still some to be shifted but there are no books on the floor.

Mrs. Mc Mullen requests everyone to return his or her overdue books as failure to do so holds up reserves. That includes recordings and pictures. Miss Rogers said everyone on the staff who has books which have been out more than 2 weeks should return them even though not yet due.

Mr. Myers reports Mail Reference 8 days behind. All books on parakeets and narcotics are out so those people wanting information about those subjects will have to get in line.

Mr. Boord opened a preview center for films at Anna. He reports a fair attendance at the first meeting. The Southern Illinois University people have been considering opening a preview center with a subscription. Perhaps the Carbondale Public Library will open a preview center.

He said that two public library districts are being considered and may be voted on this spring. Johnson and Union counties are each considering a district. Logically they should be combined but it is feared that Johnson county may not carry so the Union county people

do not wish to be tied up with a possible failure. If both carry they may combine through a contract. Mr. Bourn said he had a 22,000 volume circulation in the district in January, which indicates interest in library facilities for the community.

Mrs. Langston attended the A.L.A. meeting last week, on the library bill now before Congress. Mrs. Julia Bennett of the Washington office was the principal speaker. The purpose of this library services bills is to provide money from federal funds for providing library service in rural areas without libraries. The money would be administered by state agencies. More sponsors are needed for the bill since some of the Democratic sponsors have either left the Congress or have less influence. Senator Douglas of Illinois is still a sponsor. Senator Taft is opposed to the bill because he says each state should take care of its own needed. The Ohio Library Association is trying to work on him.

Ted Waller of the American Book Publishers Association also spoke at this meeting. He suggested that the use of trustees and friends of the libraries groups have not been used enough in getting support for the bill.

Mr. Mc Kaig, chairman of the library trustees' group of New York said New York has been successful in getting \$3,000,000 for state aid there and they are not interested in federal aid to libraries. Miss Rogers remarked that New York counts many things as state aid which we do not - for instance, their entire budget for the whole State Library is counted that way.

The National Farm Bureau is no longer supporting the federal aid for libraries bill. The Arkansas State Library gave a tea for legislators but last biennium got no state aid; Washington state also failed to vote appropriations for state aid to libraries. Mrs. Fine, State Librarian of Michigan spoke against the federal aid bill.

Mrs. Langston went to Barrington last Friday. There is a new president of the library board. The library district lies in both Lake and Cook counties. They want to raise taxes for libraries and also to get a new library building.

On Saturday she attended the I.L.A. executive board luncheon. There was some talk about library certification but in the end it was decided that I.L.A. shall sponsor no legislation at this session of the General Assembly.

Mrs. Arzinger reported that the De Kalb library service center has been in operation since last May. She is to be interviewed about it by the local radio station there at 2 P.M. Feb. 16.

She said that the Savannah Public Library is working towards the establishment of a similar library center there. It is hoped to open this for work on April 14. An open house will be held by the trustees of the library on March 12 in the rooms to be used by the library center.

Mrs. Arzinger also attended the Illinois Rural Life Conference at the University of Illinois last Thursday. The morning meeting was devoted to the question of county zoning codes. Only ten counties have anything of the sort. In the afternoon they reported on the results of the recent "Get out the vote" campaign. The President of the J.C.'s reported that this was momentarily successful but in the long run the need is for political education, not merely to get out the vote. There is too much of an attitude of "We got the change - now what?" A summer conference will be held at Allerton Park June 12-13, devoted to the subject of rural-urban organization especially as relates to zoning problems.

Miss Rogers said that a new column starts in the February number of Illinois Libraries: Time to Trustees. She hopes anyone having any ideas on the subject or pictures of interest, should bring them to her.

Miss Ringering reported that she is busy right now packing collections for schools. The township idea for library service for Park Forest has been discarded because of the opposition of the farmers. Park Forest, the largest housing project in Illinois, with a population of 16,000, located in southern Cook county, is in a location where townships and counties overlap. Flossmore is going ahead with plans for a village library. The two communities would like to combine for library purposes but cannot find contiguous territory that does not go through farms held by farmers who oppose the proposed new library tax.

Mr. Reid also attended A.L.A. Midwinter meeting, attending the College and Reference Section meeting. The topic of this meeting was "Acquisition policy - a fact or facncy?" This referred to efforts to get college libraries to adopt a uniform acquisition policy to be adopted by all. The group felt that library schools do not teach acquisition. Mr. Reid also attended the Council meeting on Friday when it was decided to hold the next A.L.A. at Minneapolis. He said that Dr. Kuhlman, not a member of the council, asked for the floor and protested against the inconvenient location of Edgewater Beach Hotel where Midwinter Meetings have been held for some years. The College and Reference Section had already voted against holding the meeting at Edgewater Beach. The chair asked for a rising vote on the question from all present, whether members of the Council or not. The vote seemed to Mr. Reid to be pretty evenly divided but Miss Ludington, the chairman, declared it favored holding future meetings in downtown Chicago.

Mr. Reid also attended the Luncheon of State Agencies, representing the Illinois State Library. Miss Culver planned the meeting. 11 people were there, representing ~~XXXXXXX~~ 9 states. Janice Key from the Public Libraries Division of A.L.A. and 2 representatives from California accounted for the discrepancy. They discussed the program for the Los Angeles meeting next summer. Several asked why NASL was not affiliated with A.L.A. Mr. Brigham replied that A.L.A. requires a membership of 300 to become a division. The rest of the meeting they discussed this question. Mr. Reid was the only one of the group that had been at the New York meeting where this topic had been discussed thoroughly.

Miss Rogers again called attention to the fact that individual members of the staff of the State Library may join the National Association of State Libraries on payment of \$1.00 dues.

Miss Rogers attended the Middendorf auction last Saturday. A Lincoln campaign banner used at New Salem was sold to a man named Stone for \$100. A Lincoln picture surrounded by crepe and flowers from the funeral sold for \$80. She bought a copy of the Salem Chataqua Association's plat of New Salem based upon Onstott's memory of the place, for \$1.00, also a township plat of Cook County 1878 for \$.10. She also bought a little religious tract 2 x 2½ in. published in Worcester, Mass.

Miss Angrus and Miss Daviess reported themselves very busy and understaffed.

Miss Byrne reported that most of her customers are in a hurry--double parked, etc. - and want some book about some vague subject the title of which they have forgotten.

Mr. Haggardy reported that some ~~XXXXXX~~ planning committees for regional meetings had met, but at least one had had to be cancelled on account of the flu epidemic. The Rushville and Nashville meetings have been planned for, however.

Miss Murray reported that the home bureau courses have been revised. A letter has been prepared for sending to each home advisors' office. More books have been added to the lists.

Mr. Reid said that the University Extension Department has a new reading course sponsored by a club women's sorority. They must read 10 books, write a book review, take a test at the end, and pay \$1.00 to enroll. They still get no university credit, however. This course is a more popular type list than ours which is more on the hobby type.

Mr. Pierce said that the Shipping Room has been dark about half the time because of the change over to A.C. current, which has somewhat delaying their work.

Mrs. Howard said her department has also been "dull". She brought in a subject index to children's magazines, published 10 times a year and cumulated twice a year, published in Madison since 1942. She suggested that we subscribe to this and obtain the back numbers. It was decided to do so, but there seemed to be some disagreement as to whether the copy should be kept in the Collections Department or upstairs. She said she has completed the work for the reading circle for next year. From now on this work will be divided and she will only have to work on the lists for the first six grades.

Miss Rogers said that daily something comes out which reveals that the staff does not remember everything in the staff manual. She suggests that all should re-read this from time to time. It will mean more to you now than it did when you first came.

The next staff meeting will be held February 24.

The Library will be closed Thursday, Lincoln's birthday, but the whole staff is to work Friday. No leaves of absence will be granted for that day. So far as she knows, the will also be closed Monday February 23.

ILLINOIS STATE LIBRARY
STAFF MEETING

February 24, 1953

Miss Kissinger reported that the Lincoln Library is now circulating klanographs. Miss Kissinger has not finished the working of re-shelving art books because she has no one to help her at present.

Miss Lundeen is completing the five year index to Illinois Libraries. Miss Wilson, who started it, got an eye infection and had to give up on it. It is now being typed.

In her institutional work Miss Lundeen has recently been working on a library for the Industrial Home for the Blind at Chicago and on a library for the first six grades at the School for the blind at Jacksonville.

Mrs. Curran introduced new members of the Technical Services staff present at the meeting: Mrs. Kane, Miss Stewart, Mrs. Reisch, Mr. Lazari and Mr. Rule. The first three are in the Catalog Unit, Mr. Lazari in stacks and Mr. Rule in Recordings.

Mr. Reid gave statistics of the film service as of February 1. 1636 requests have been made to date, 601 of which came in January. 1408 films were supplied or 86% of the requests filled. Refusals were caused either by not having the films, or, more frequently, because of conflicts in dates. 122 communities are being served. Peoria leads with 187 requests, followed by Rockford 177, Urbana 155, Champaign statistics coming up.

Miss Norton said that she is working with Don Butler on a revision of the classification for deeds to State property. Mr. Butler has continued to use a subject classification inherited from his predecessors. This has broken down resulting in assigning duplicate numbers to different plots of ground and different numbers to the same property. It is being necessary to check the contents of many folders to get this straightened out. We think we will refile by county. The preliminary work will be finished this week. This bored the folks from the rest of the library but I think I ought to talk more about what we do over here.

Mrs. Arzinger said that the library shows films at the De Kalb library center every Wednesday evening. She participated in a 15 minute interview about the State Library depository center at De Kalb on the Know Your Library series over that station. She has started to set up the physical part of the new Savannah service center. The De Kalb center will be open the 3d week in each month, the 2d week the Savannah center will be open. Some of the Chicago equipment is being moved in and it will be possible to exchange library books between De Kalb and Savannah. Both of these centers are in the public library building. We do not serve the public at these library centers but librarians come with their library problems and select books to borrow to supplement their own collections. These library centers are really branches of the State Library. Several other communities are interesting in setting up similar centers.

Miss Rogers said that a new column is starting in the February issue of Illinois Libraries, "Tips for Trustees". She does not have enough material for the March issue.

Mrs. Langston spoke before the West Suburban Library Club meeting at Melrose Park two weeks ago. She took along the regional map and explained our regional program. Tomorrow she is attending a planning meeting for the Lake Bloomington regional meeting. On Friday and Saturday she will attend an I.L.A. Planning Board meeting. This group is making a study of library needs in Illinois and will indicate what the State Library should do. No committee has as yet been appointed to work with a committee from the State Library on this subject but presumably such a committee will be appointed at this week's meeting.

Miss Nichol said that the Mason City high school group is coming at 10 o'clock to use the library. The loan desk, pardon me, the "Direct Reference Desk" has been unusually busy lately. Many departments are sending for books and the messengers seem to arrive as soon as she put down the receiver. She has been getting material on behalf of a proposed conservation bill for the protection of mourning doves. This will be put in the information pamphlet file.

Miss Aggruss reported that the Mattoon Library likes the experimental recordings collection of approximately 100 albums sent them. Then there was some discussion as to whether a similar collection should be sent to the De Kalb center. Mrs. Arzinger was cool to the proposal since the De Kalb city library has its own circulating collection but is considering discontinuing it because of breakage, etc. She doubted if that library would consent to loaning its collection if we supplemented it with a collection from the State Library, especially since many of theirs are memorial gifts and probably could not be loaned to other libraries. Miss Aggruss also announced that she is resigning, effective March 31.

Miss Daviess said the Cataloging unit has a number of books awaiting processing. Miss Rogers said the vacancy on that staff will be filled shortly.

Miss Dieckhaus said the money raised for library recruitment is being used for school library work, and Miss Rogers and she rather resented this.

Mrs. Howard reported that Mrs. White and she went to Bloomington Saturday to talk to the primary teachers of the rural areas of Mc Lean County. This was a luncheon conference. They displayed State Library material illustrating the State Library's services and Mrs. White spoke on lanternographs. Miss Rogers questioned the advisability of public libraries' investing money in these as they have been taken up by schools.

Miss Stewart remarked that one of the hardest things for a newcomer on the staff to grasp is all the different things we do. She thinks a re-reading of the manual after the newcomer has been here for a while is necessary.

Mrs. Kane who has returned to the staff after an absence of nine years said the most striking thing to her in our work is the increase in visual aids adds to the State Library. She has used some already in the school which her children attend and hopes to do something on the library side.

She is bothered by our ordering system and thinks there is too much duplication in ordering. Then followed a discussion as to the various places a staff member ordering a new book should check to find out whether it is in the library or has been ordered. Miss Davies said to check the temporary card file opposite Miss Kaanaugh's desk, as the order cards are removed from Mrs. Curran's file when the books have been cataloged, whereas there is sometimes a lag in getting them filed in the card catalog upstairs. There was also discussion about books packed away in boxes being taken out and not marked so that when they are returned they will go back where they belong.

Miss Rogers read a memo from Tom Parks requesting that the staff should not do anything in connection with his leaving - no tea, gift, etc. This brought up the question of staff parties. In Council meeting the discussion centered around the criticism that too much time is being taken during office hours for office parties but at the staff meeting that was not brought out. Rather there was a general discussion of the subject of collections. Miss Rogers says that no one likes to be sent around to take up collections but that staff members should not make disparaging remarks to them when they come around - just say, "No thanks, I am not interested in contributing" if that is the way you feel - none are compulsory - but don't be disagreeable to the collector. The staff voted several years ago against a general Sunshine fund as this had not worked out well. The manual says that collections shall be made only within the unit unless permission has been secured for a general collection through the Administrative Office. It was decided that in the case of a general collection the envelope should be taken to the unit head who shall take up the collection in her office and return the envelope to the person who brought it to her - the collector shall not go to each person in each department.

Miss Rogers called attention to a new book entitled "The Wonderful World of Books" recently issued with A.L.A. as one of the sponsors. She wants each member of the staff to read it. 20 of the 72 chapters are by librarians.

Miss Lundeen and Miss Rogers attended the meeting of the Greater St. Louis Unit of the Catholic Library Association held at Maryville College in St. Louis over the holiday. Mr. Dickinson of Gaylord's put on a most entertaining demonstration of bookbinding.

Last Sunday a number of the staff attended the tea at Jacksonville celebrating 50 years in the present city library building. Irving Dilliard of Collinsville, spoke as a member of the State Library Advisory Committee.

Miss Rogers also visited the new home of Lawrence Seibert of New Method Bindery at Jacksonville. This is a very functional house, especially the kitchen which he himself designed.

Yesterday Miss Rogers spent at Bloomington at a conference on what the State Library should do.

The Lenten exhibit in the Centennial Building is being put in place by Mrs. Simon, Mr. Heggarty and Mr. Myers. Mrs. Ennis is maintaining a bookshelf on Lenten reading. Two Lenten booklists are available, one for Protestants, one for Catholics.

There will be an open house at Anna Public Library on Thursday, March 12, from 2 to 5.

The next staff meeting will be March 10.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for February 1953

Accessions. The most important deposit of the month was that of field survey notes and plats of the survey of the Illinois and Michigan Canal now being made by the Division of Waterways. This survey is about two thirds completed and all completed records have been filed in the Archives for safekeeping. Blue prints of the plats have been made by the Department for its own office use. This accession was not entered in our books for February because we did not finish the checking in time to issue the receipt. However, because of the importance of these records we are noting the transfer as of the date actually received. They loaned us a five drawer map drawer section.

Departmental Vaults. The Superintendent of Public Instruction took additional school lunch records to his vault and Teachers' Retirement also transferred some records to their vault.

Staff Work. Some progress has been made on the new inventory but heavy reference work prevented Mr. Cassady's working as much on this as we had hoped. Mr. Cassady is finishing Level 12. I have tried to get catalog entries finished as fast as inventories have come through but am some what behind just now.

All reference mail has been dictated to the stenographer and is therefore up to date. Mr. Cassady has done all the reference work this month as Mr. East has been working on the Kaskaskia material. Genealogical requests involved searches for 2 families in 3 counties in 1840 census, for 18 families in 21 counties in 1850 census, families in 9 counties in 1860 census, and 1 family in 1 county in 1865 State Census, 8 Civil War and 3 Spanish American War names.

I prepared a briefing summary on the status of the State Records Commission for the information of the new Secretary of State, submitting the same to Miss Rogers.

The most important work which I undertook during the month was the reindexing and reclassification of the deed records on file in the Secretary of State's office. These title records are on deposit in the Archives. Mr. Butler, Chief Clerk of the Index Department registers the records as they are deposited, assigns the file number and sends them

to us. He inherited the filing system and for some time has been desirous of a new system. Since the records are here, he requested me to do the preliminary work on this. I have been through all the files, in most cases opening and checking contents of the 297 dossiers (many containing folders up to a whole drawer apiece). I found several errors in checking in accessions - one record I do not find at all and several for which we apparently did not receipt - all of these being parts of the first deposit. There are inconsistencies in classification, including duplications of numbers and wide separation of records on the same tracts of land. I rechecked the description of the nature of the contents, checking with appropriations and in several instances with departments. I now have a rather detailed list by classification number and by county. Still to be done is a subject listing, but before I do this I want Mr. Butler to work with me on the new classification.

Miss Scheffler spent most of the month filing census cards in the Name Index. She hopes to catch up to date in March and will then resume her cataloging. I shall also have her do some of the inventory checking.

Mrs. Robeson finished filing and revising the filing of the "Not for Profit" corporation reports through the letter "Y". She has the letter "Z" to finish and the interfiling of the 1952 reports from A&P still to do. When she finishes that I think I will have her do some of the work Mrs. Dahlgren started. Mrs. Dahlgren has indicated that she will probable not be interested in working beyond this summer and could not finish this job in another summer. Mrs. Robeson will also assist in other corporation report filing.

Mr. Rountree has been refiling the Governor's correspondence of the past 20 years which has been coming over piece-meal. He has cleaned up the work of shifting and reinventorying involved, except that I had to take him off the Governor's correspondence refiling before he completed that work. He has resumed filing of Corporation Reports and is filing the 1949 and 1950 "For Profit" reports in the letter "A".

Mrs. McFadden continues her indexing of the 1850 census and has finished Clinton County. She has also assisted in unfolding and stapling Corporation Reports.

Mrs. Ishmael is taking the In Service Training Course on Dictation Review.

Mr. East and Mr. LaHart completed the field work on the early Randolph County records the week ending February 6. Mr. East has been making bibliographical notes and has been preparing an article for Illinois Libraries on the significance of the records. He expects to have this ready the end of the first week in March. Because of the amount of work already done by my self and that of Mr. East I do not expect to take me very

long to complete the catalog entries and to prepare the bibliographical inventory for publication. I think you had better plan to run Mr. East's article first. Mrs. Theodore C. Pease and Dr. Natalia Belting conferred with me here the first of this month as noted in my last month's report. Some technical problems arose concerning the splicing which I think Mr. LaHart has now solved. It will be necessary to purchase a new splicer since the one we have works on perforated film only. Mr. LaHart will report to you on that. Dr. Belting wishes to secure copies of the French records as soon as possible. How are we to handle the cost of reproductions of the film? Do we send the film to Diebold for reproduction and bill the University ourselves or have Diebold bill them?

The Conference Room is being used from 5 to 6 P.M. each Monday, Thursday, and Friday for a Civil Service In-Service Training Class entitled "Dictation Review," beginning February 9 and running 10 weeks. The room was also used during the month for a staff meeting February 24, a film preview February 2, and for the regular meeting of the State Records Commission on February 4.

New "No Smoking" signs have been installed, with no notable results. New cigarette disposal units at the entrance to each elevator have helped a little. Watchmen and others continue to smoke in the lobby.

Respectfully submitted,

Archivist

The Randolph County records microfilming project, begun in July, was completed in the first week of February.

The archival assistant checked films made in the last two-weeks of description period for accuracy/and quality of reproduction. He typed bibliography for the Archivist. He prepared a narrative story on the project for possible use in Illinois Libraries.

Research was made on two historical inquiries.

ARCHIVES ACCESSIONS

February 1953

Documents

Secretary of State	
Securities Department.	
Statement for Trust Financing, 1944-45	1100
Index Department.	
Deeds to State Property (2 cases)	5

1105

ARCHIVES REFERENCE

February 1953

State Business (In Person)	
Secretary of State	
Corporation Dept.	
Annual Reports	46
Index Cards	95
Executive Dept.	
Certificates of Qualification	2
Trade Marks	6
Index Dept.	
Election Records	19
Enrolled Laws	10
General Assembly	24
Governor	
Correspondence	2
Registration and Education Dept.	
Real Estate Salesmen	3
	<hr/>
	267
History	
In Person	
County History	4
Blue Book	3
Name Index (Phone Calls only)	32
Governor's Correspondence	3
Miscellaneous	1
By Mail	8
	<hr/>
	51
Family History	
In Person	
Federal Census	
1830	1
1840	2
1850	10
1860	3
State Census	
1840	2
1855	2
Civil War	27
Spanish American War	4

ARCHIVES REFERENCE

February 1953 -- contd.

By Mail

Family Searches

21

Civil War

21

Spanish American War

3

96

Archival Technique (exclusive of State Record
Commission business)

By Mail

1

355

ARCHIVES CATALOG

February 1953

Catalog

Series Secondary Cross References

10	10	4	Registration and Education Dept.
4	2		Civil Service Commission
9	5	4	Secretary of State. Securities Dept.
<u>44</u>	<u>27</u>	<u>10</u>	State Treasurer
67	44	18	

Name Index

Cards Cross References

2,793	55	1850 Federal Census
		Clinton County (Concluded)

VAULT ADMISSIONS

February 1953

45 Auditor of Public Accounts
2 Div. Architecture & Engineering
1 Dept. of Mines & Minerals
12 State Treasurer
1 Securities Dept.
2 Insurance Department
2 Illinois Liquor Control Com.
1 Public Works and Buildings
1 Dept. of Conservation
5 Military and Naval Dept.
3 Attorney General
2 Corporation Department
3 Commerce Commission
32 Executive Department
27 Registration & Education
3 Division of Waterways
2 Department of Public Instruction
33 Illinois State Civil Service
24 Teachers' Retirement
3 Department of Finance

PHOTOGRAPHIC LABORATORY

February 1953

Photostats:

Negatives Positives

State Library
Archives
For Index Dept.

89 48
19 4
7

Corporation Recording

18

133

52

Photographs

Negatives 8X10 Prints 5X16 11X14

State Library
Archives

18 70 2
4 20 4

22

90

2

4

Microfilms

Old periodicals, for library (started Nov. 1952, completed February 1953).

	<u>Frames</u>	<u>Feet</u>
Civil Service New, V.6 Jan 1942-Vol.11 Mar 1948	879	50
American Red Cross, V.2 July 1919-V.3 Sept. 1921	162	30
The New Majority, Jan. 1919-Dec. 1920	704	75
The Pathfinder, July 1920 - Apr. 1926	8,629	300
	<u>10,176</u>	<u>455</u>

Randolph County Records

4700

5155

ILLINOIS STATE LIBRARY
STAFF MEETING

March 10, 1953

Miss Rogers passed around a picture of the new Tennessee State Library. They plan to begin moving into the building in June.

Announcement has just been made of the Newberry and Caldicott winners. The Newberry award (for the best book for children) went to Anne Knowland Clarke for her book The Secret of the Andes. I did not catch the titles of any of the runners up except Foster's Birthday of Freedom. The Caldicott award went to Lynn Ward for The Biggest Bear. This award is for the best illustrated children's book. Among the runners up were books with the following titles: Brown's Puss in Boots, One Morning in Maine, Eight in a Cage, Five Little Monkeys, etc. The list will be posted on the bulletin board in the Centennial Building. The Library has all these books.

National Hospital Week is May 10-17th and Miss Rogers suggested an exhibit.

A children's magazine Pak o' Fun was circulated. This is a how to do book and is recommended for people doing cub scout work as well as for the children themselves. It costs \$1.50 a year, 10 numbers. It was decided to subscribe to three copies. Mr. Cassady and Mr. Rountree would be especially interested, I would think.

The staff bulletin of the Oak Park Public Library of which Fred Wiesman is the new librarian was also circulated as a sample of a "live" bulletin.

A year ago the State Library sent some surplus books to the Piney Woods School for negroes in Mississippi. Miss Rogers showed a copy of their Bulletin Pine Torch the last number of which shows a photograph of A.L.A. representatives who have recently visited the institution.

Mr. Herbert C. Calhoun of North Dakota is interested in getting the names of persons in each state who could write narrative ballads concerning the legends of the state for a compilation he is making. Those who have suggestions for persons who would do that sort of thing for Illinois, please talk to Miss Rogers about it.

Mrs. Ennis described the UNESCO gift coupon sponsored by A.L.A. This is different from the book gift coupon in that this money goes for educational equipment such as laboratory apparatus, audio visual equipment, handicraft tools, books, etc. This project is described in the January 15 Library Journal and the February A.L.A. Bulletin. Donations of Ten Dollars and upwards are accepted. Public Libraries, library extension divisions, and other agencies are urged to encourage various groups in the communities served by them to buy these coupons. Amounts less than \$50 are spent at the discretion of UNESCO, amounts of more than that carry the privilege of sending where you designate.

Eight countries will participate in the benefits of these coupons.

Mr. Boord reported for Region 6 in southern Illinois. In Avam Jackson county, the P.T.A. is planning to establish a summer library for the use of grade school students. At Creel Springs, Williamson County, the American Legion Auxiliary is considering something similar for that community. There was a library station in each of those towns during W.P.A. days and this interest stems from that. Miss Rogers suggested that the W.P.A. librarian still lives in the community and also suggested that former Congressman Kent Kellar would probably be sympathetic.

Mrs. Langsdon said that she attended the meeting of the I.L.A. Planning Board week before last. The question of certification for librarians came up. It was decided that a time when there is a shortage of librarians is not a propitious time to try to hold out for stronger standards for librarians. Ralph Mc Coy, formerly ~~XXXXXX~~ a member of the staff of the State Library, is chairman of a subcommittee to make a further study of the question. Miss Rogers and he are requested to collect data on how certification is working in other states, and to report recommendations to the next meeting of the Planning Board next summer. Eleanor Blanchard, chairman of the I.L.A. Committee on federal legislation reported on the midwinter meeting and asked for a resolution approving the present library service bill now pending before Congress. The Planning Board will report its recommendations to the Executive Committee of I.L.A.

Mr. Haggardy reported that he had visited Edwards, White, Wabash and Lawrence Counties since the last staff meeting. A branch library of the Richland School unit project is being set up at Noble under the sponsorship of the Lions Club. Several other civic clubs are studying the possibility of sponsoring similar library projects in other nearby communities.

Miss Ringering reported that Flossmore recided to postpone its election on whether to establish a library taxing unit until after its election. The library election is now slated for sometime in May.

Miss Rogers discussed H.B. 178 introduced by Representatives Burrens and Carrigan of Peoria. This is an amendment to the Butler tax act passed in 1951. A typographical error in the act as it was enrolled permits cities to levy at the rate of .6 instead of .06 percent. The pending amendment corrects this error. The State Library is studying how this will affect libraries who may have levied under the new act; also those which had held referenda permitting levying of up to 2 mills. The bill now pending will probably be amended to take care of these matters more equibally. The rate now specified is based upon the Peoria rate. The librarians over the state are unduly exercised over this bill, Miss Rogers thinks.

Mrs. Howard said that a collection of children's books and non-fiction adult books is being prepared for loan to the new South Beloit Library which will open March 21.

Miss Kissinger said she is going to Harvey tonight to talk to a P.T.A. group.

Miss Daviess said she has a nearly full staff again. She complained that the lights are poor in the Catalog room, but Miss Rogers explained that that is because the electricians have not completed the changeover for the Auditorium, which has been on the same circuit. Larger bulbs will be inserted later on after the changeover is completed in that section of the building.

Miss Dieckhaus said that a copy of H.B.17² is posted on the bulletin board. If anyone has occasion to remove this for temporary use, please return it the same day.

Mrs. Ennis complained that the last number of Publishers' Weekly frequently disappears from the bibliographical reference table without a note being left as to who has it. All were to warn staff members against removing this reference tool.

Count Narodí of Hungary is to speak at the Woman's Club Saturday. Miss Rogers urged all who can to hear him and offered the use of her ticket to anyone wishing to go.

Mr. Myers said he gave his Stephen Foster talk before the Woman's Club at Toluca recently. he said he has just received the reference question of questions: How to waterproof water.

Mrs. Mc Mullen reported that she now has a fullstaff again. She has had many absentees on account of illness. Yesterday was the first day for a long time that all have been present.

Mr. Reid reported on the meeting of the Audio Visual Section at the recent N.E.A. conference at St. Louis. He reported on our film distribution service and this created a great deal of interest and discussion. Texas State Library was the most interested. He has been elected a member of the steering committee for the Adult Education Section of N.E.A. There were between 1500 and 2000 in attendance at the meeting but of these only about forty attended the Adult Education Section.

Miss Lundeen reported that the five year index to Illinois Libraries will be ready for the printer by the end of next week. She said the young librarian at the Geneva School for Girls is very popular and has been successful in cutting down on the mutilation of books.

Mrs. Curran said that at A.L.A. last summer a resolution was passed requesting book publishers to carry a biographical sketch of the author in each book. Random House has begun doing this, the sketch appearing on the last page.

She circulated an advertisement on Ideas the subject periodical. The Easter number has been received. This contains suggestions for exhibits and illustrations which can be used. A different title is used on each number and they are cataloged as separates rather than as a series. The Library gets two copies of each.

The question was asked as to why blurbs are no longer put in new books. Mrs. Mc Carthy said they are pasted in the back of

if there is one, but often the book jacket lists other books by the author or the publisher rather than a blurb about the book itself.

There was some discussion about future exhibits. It was decided that the travel exhibit, Miss Scheffler and Miss Norton being on the committee for that, is to go in right after the Lent exhibit. The May exhibit will be on the Coronation; June, on careers; later in May, UNESCO; July, Independence Day and Arts; August, State Fair and Promoting Illinois.

Mrs. Curran also said that express companies except the North Shore Company now charge a pickup fee of \$1.50 per package. Sam Pierce explained that the truck companies were turned down by the Commerce Commission on higher rates and allowed to get around this by a service charge.

Circulation

Mr. Brown, newstack man and Mrs. Mc Clure in the/Records were presented and spoke briefly.

ILLINOIS STATE LIBRARY
ARCHIVES BUILDING

March 24, 1953

Miss Rogers announced that the staff meeting would be short today because of a legislative hearing on H.B. 178, the city library tax rate bill. As the bill reads now the rate is .048 accessible by the organization and .08 allowed by a referendum. This would affect some cities which now are assessing at a higher rate than that. The sponsors of the bill are proposing to amend the bill to allow .08 without and 1.2 with a referendum. This will still affect Peoria whose new budget calls for 1.087. Miss Blanchard librarian of Waukegan and chairman of the legislative committee of I.L.A., Mr. Neilson of Evanston, Mr. Windsor, Miss Paine and Miss Perry will be down for today's hearing.

The A.L.A. kits for the UNESCO gift coupons were passed around. One is posted on the bulletin board in the Centennial Building.

The U.S. Department of State's new periodical "The Field Reporter" was passed around for an opinion as to whether the library should subscribe if it cannot be obtained as a depository item. This publication reports on what is being done in foreign countries thru U.S. aid. It was decided to subscribe.

Attention was called to the new State Library heading for news letters, bulletins, etc. - in green and white.

We will cooperate in Mental Health week May 3-9 by a special exhibit.

The Flexton Corporation is advertising an international competition in the field of plastic design. Announcement is posted on the bulletin board in the Centennial Building. If any on the staff enter this competition please let Miss Rogers know.

Tomorrow night there will be a dinner meeting of the Association of Public Administration at Washington Park. "Three Days in the House of Representatives: Facts and Phantasies", a skit put on by some of the members of the General Assembly. Miss Rogers hopes as many as possible will go, whether members or not. Price \$1.75

The tentative program for the A.L.A. meeting at Los Angeles is out. Most of the meetings seem closed meetings.

An advertisement for "Vaporite Marking Pens" was passed around. This is for making signs, marking books, etc.

The Columbia University Bi-Centennial to be celebrated in 1954 has for its theme: Man's Right to Knowledge and the Free Use Thereof." A report and other literature give suggestions for book exhibits and discussion programs. Among the ideas were: Books Which Have Contributed to Freedom, "Martyrs for Science," Collections of Books Which Have Been Burned or Banned, "Books That Have Developed Knowledge." These suggestions might be kept

in mind by the committees planning next year's exhibits.

Booklists for children's and adult books by Mildred Walker Adams were discussed and it was decided to order several.

Beginning with the March issue of Illinois Libraries a biographical sketch of the author and a photograph, will be run for each article published. Mr. East's picture and biography will be run in connection with an article he has recently submitted on the Kaskaskia record project. The article on cataloging music by Miss Vaughn which appeared in the February issue has received much favorable comment.

Last week several groups of school children went through the library. Miss Rogers says to be sure that all leaflets we hand out have the Carpentier stamp on them. Mrs. Mc Fadden, is everything stamped now? How about the Rules and Regulations of the Archives? I went to hand out one the other day and found it carries Mr. Hughes' name.

Mrs. Teague has been cleaning out the various closets in the library and has found a lot of old clothes, old shoes, etc. which can be claimed by their rightful owners. She has also found a lot of decayed sandwiches and other things. Miss Rogers requests that everyone be careful not to clutter up coat rooms with things which don't belong there. It is allright to have reserve over-shoes and umbrellas, but not other articles of clothes, etc. We have so little space here that I don't think that condition exists here, but let's be careful anyhow.

Miss Dieckhaus said that \$184.75 was collected from the State Library in the Red Cross Drive. Last year the contribution was \$150.

Mr. Reid reported that in the first six months there were 1829 requests to ~~XXXX~~ borrow films, of which 15⁴ were available at the times requested.

Mrs. Arzinger reported that the Savannah Public Library held an open house on March 12 to advertise the new library service center which will serve about 30 libraries in the area. This will open the second week in April. 33 persons representing 9 libraries registered for the open house.

Mrs. Langston said that two more service stations will be opened - one at Bloomington May 19 and one at Mattoon by fall.

Mrs. Howard brought the four runners up for the Newberry award: Maccasin Trail, Five Little Monkeys, Ape in a Cape and Morning in Maine.

Mrs. Ennis called attention to an article in Business Week, current issue, on library service in chain stores. She suggested that this be repeated for Illinois Libraries. Miss Rogers remarked that librarians must be aware of new merchandising trends. She says it is much easier to sell the legislators on the service end of the budget than on the behind the scenes activities.

The next staff meeting will be held Wednesday April 15.

ILLINOIS STATE LIBRARY
ARCHIVES DIVISION
March 1953

Accessions.

Accessions this past month have been routine and call for no comment. The Illinois and Michigan Canal Survey records reported statistically this month were actually received last month and explained in the February report.

Departmental Vaults.

The following Departments have taken records to their vaults this past month: Adjutant General, Civil Service Commission, Superintendent of Public Instruction, Department of Registration and Education, Securities Department and State Library.

County Archives.

The County Recorder of Williamson County notified us of a proposed destruction of records of his office and I had some correspondence with him on the subject. I told him that one of the titles he gave me, "Entry Books" was specifically prohibited in the county destruction law but he said the abstract men said these particular volumes were valueless. I advised him to consult with his State's Attorney on the subject and to change the wording of his petition if these volumes were not in fact registers. The hearing for appointment of the board was held last Monday but I have not been notified as yet as to the date for the hearing which will decide the case. I think his terminology must be incorrect if the abstract men were not interested in the records. I pointed out, however, that there are non-real estate matters, such as corporation charters which must be recorded by the County Recorder and the abstract companies would not be interested in such records. Most of the files he is proposing to destroy relate to chattel mortgages. Two items are dated prior to 1870 and I said we would take them if he could not cause them in his own vaults. They aren't important but cover the period 1868-1870, so we must receive them according to the law, I doubt if they send them, however.

We also had an inquiry about records destruction procedure from the County Clerk of Jersey County.

Staff Work.

Mr. Cassady is working on the inventory revision. He has been making catalog notes for the Civil War material with which he is familiar. Mr. Rountree has also done some inventory work. From their notes I am retyping the inventory myself because I find I spot discrepancies more accurately that way than from mere pre-

proofreading. It does not take long. I also am making short form catalog entries for uncataloged material and bring old cataloging up to date. I haven't found much time to work on this in March so have no statistics to produce.

Miss Scheffler has resumed cataloging the canal records. We hoped that the construction and financial records would lend themselves to a less detailed cataloging, but so far the financial records have not fallen into a uniform pattern. Miss Scheffler reports that she has made work sheets on 105 accounting records but has not yet made the cards. When she finishes the cataloging of these records I shall start her checking the inventory from the lower levels up as Mr. Cassady is working downwards. We hope to complete this inventory checking by the end of this biennium.

3 Mrs. Robeson has been assisting Mr. Rountree in preparing corporation reports for interfiling. He has finished the "A"s. Mr. Rountree has done a number of miscellaneous jobs in the vaults such as making subject breakdowns of Governor's official papers, rechecking (with Mr. Cassady) the Liquor Control Commission files which were discovered to be disarranged, considerable direct reference work, etc. I wish we could release him from this filing to work entirely in the vaults. I think he would get them in good shape. However, Mr. Cassady is doing well on the inventory checking and we hope to obtain better control soon.

Mr. East has been working on the Chester records but will be able to do most of the mail reference from now on.

We had mail reference requests from 25 states (California leading with 8 and Washington State with 5) and 14 Illinois cities and towns. Among interesting letters on archival matters was one from the archivist of Michigan asking how we handle confidential records. (We refer inquiries back to the Department of origin); one from the Corsett Library at Memphis on file boxed for oversize documents; and a three page single space legal size outpouring from the archivist of Australia.

In Australia, as in Illinois, the archives is a section of the (National) library. Miss Hall whom you may remember visited us several years ago, has been struggling to get the staff put on a professional basis, and is now requiring all professional library employees to be graduates of the Library School. Mr. Maclean is terribly disturbed over this because he hasn't been able to recruit the right kind of people for the archives work and those he has are unwilling to take the library course. Miss Hall agrees with him but the head librarian insists on inter-changeability of staff, etc., etc. I replied that of course archivists need a different type of training from librarians, but think that putting the National Library and its archives division on a professional basis rather than a political one is the most important matter right now. I suggested a working arrangement with the library school whereby students there who were interested in archives might be allowed to substitute readings and practice work on archival subjects for such parts of the library course as are

inapplicable to their work - something like what we worked out with the Chicago Library School some years ago. I also suggested that a part of the library course be slanted towards historical library and manuscripts work which the archival candidates should take, plus courses in archives given by Mr. Maclean, either in the regular school year or by a summer institute like the one in Washington. He says he hasn't time to give courses, which is probably the essence of his problem. However, it was an interesting exchange of letters.

We had one Ph. D. thesis student here during the month, the Rev. Daniel Kucera of Catholic University. He is working on relations between the State and private, particularly parochial schools. Miss Bailey got out printed materials for him and he studied legislative documents. He told me he found a great deal of material, which rather surprised me.

Mr. T. P. Lee, regional director of the Federal Records Management Service and Mr. William F. Shonkwiler of the Federal Records Center of Chicago called Monday after I had gone off duty. Miss Scheffler took them around our building. On Wednesday I had lunch with Mr. Shonkwiler and visited the Federal Building with him. They are shipping the older U. S. District Court Records to the Center. I was of course very much interested in what he told me about how that operates - quite like the Midwest Library Center, it sounds to me. They do not accept legal custody of the records but ship them back whenever needed, and the court services the request back home. They have one covered truck and I believe a station wagon. Apparently records are mailed back and forth from Chicago. At present they are gathering in U. S. Court records only. Their present office is on Lake Street but a new warehouse out towards Cicero is being built for them. They pack the records in pasteboard cartons and leave them in cartons, stacked on shelves. Some of these records they were transferring from Springfield in the original transfer cases. The Court here does not want this equipment any longer and the records are somewhat out of order. Records will be refiled where necessary but are not unfolded. They knew it has a good reputation but did not dream it was so large and so well organized. Maybe its time we had the S.A.A. here again. I wanted to wait until we get the east end back. (And besides, we do want that meeting at Williamsburg!)

At the March meeting of the State Records Commission we heard Senator Nye and Irving Zittmore of Records Engineering, Inc. presented their proposal to Governor Stratton for inaugurating a records management program in the Code offices. The Commission was requested to hear these gentlemen by the Governor through the Director of Finance. We were not asked to make a recommendation. A report on what they said appears in the minutes of the Commission. Mrs. Collamore, at my suggestion, also wrote them for a summary of their proposal, which they sent and this is on file in the Commission's records. Mr. Aiken phoned me that Director Hollingsworth was pleased with the outline given in the minutes of the Commission, a copy of which was of course sent to Mr. Aiken

as a member of the Commission. I have heard nothing further about this proposal. From what Senator Nye and Mr. Zittmore stated at the meeting I can see nothing in this proposal which is contrary to the interests of the Archives Department. That is, we have been urging the various departments to apply records management to the creation of their records and that seems to be the essence of the present proposal.

I am concerned, however, over the failure to introduce the amendments to the State Records Commission proposal by the Commission, because I fear that if we do not get the power to authorize retention schedules the departments which have gone along with us so far will requite the law to scrap the Commission. If Records Engineering, Inc. gets the job, the new legislation needed to put it into effect cannot be taken care of for another two years, and in that two years the Commission can establish itself on such a firm foundation that there would be no point in changing the present records set-up.

There is one other point which may have a bearing on the Archives. You may recall that for the past several years we have had repeated complaints by employees of the State Treasurer's office about failure to enforce the no-smoking rule in the departmental vault section of the Archives Building. These reports were usually coupled with remarks to the effect that departments were told that their records in this building would be protected against all fire hazards, and "if he (the Secretary of State) doesn't care about his records, we care about ours." Do you suppose that has a bearing on the present situation? I believe it should be brought to Mr. Carpentier's attention in as much as these remarks originated in the office of the present Governor.

Several weeks ago I told you that I contemplated writing an article for Illinois Libraries about the State Records Commission. On re-reading my biennial report I decided that I could hardly improve my explanation of the purposes of the Commission. Furthermore, with the Governor's proposal to inaugurate a records management program still pending Mr. Carpentier would probably prefer that we should not just now write anything which could be interpreted as being for or against this particular project. Therefore I have not prepared the article I had planned to write.

Archives Building.

Mr. Edward Wheatley, guard in the Receiving Room for the past seven or eight years left on March 31. His successor is William Robinson.

The Conference Room has been used frequently. Two different pre-view film committees used the room on six half days. The Civil Service Dictation Review Class meets there two afternoons a week. The Operators' License Division held a conference there with Automobile Investigators one day. The State Employees' Association held a committee meeting there. The State Library used it

for a staff meeting and one whole day the Council met there; also two staff exhibit committee meetings were held there. This makes a total of 27 appointments for use of the room in the month.

Miscellaneous Notes.

160 Taylorville high school students were taken through the building one day. I was occupied on library business several days during the month - staff meeting. Council meetings, travel exhibit meeting and ~~served~~ on one film preview committee.

The April issue of The American Archivist will contain an obituary sketch on my long time friend Victor Hugo Paltsits, who was an honorary member of the Society. As this was written on my own time and does not relate to the State Library I did not submit it to you before sending it to the editor.

Respectfully submitted

Report of Ernest E. East, State Archival Assistant, March, 1953

The Archival Assistant was occupied principally with the editing of microfilm copies of Randolph County Records which were copied earlier at Chester. He supervised the splicing of certain retakes which were found to be necessary. Certain related volumes and documents on separate films were consolidated when possible. Jack Hart showed much skill in splicing operations.

The Archival Assistant met with the committee headed by Miss Kissinger for the purpose of discussing materials which may be available for the Coronation Exhibit to be placed in the Library lobby.

Ernest E. East

ARCHIVES ACCESSIONS
March 1953

	<u>Vol.</u>	<u>Doc.</u>
Adjutant General		
1 Civil War Descriptive Roll	1	
Division of Waterways		
Illinois and Michigan Canal survey	72	72
General Assembly, 67th		
Secretary of Senate		
Committee to investigate general		
alderman's elections, Chicago,		
1951. Report		2
Secretary of State		
Securities Department		
Closed Cases		21
Statements of Trust Record Financing		12,221
Index Department		
Illinois Plumbing Laws Commission.		
Report to 68th G. A.		1
Deeds to State Property (1 case)		2
	73	12,319

ARCHIVES REFERENCE
March 1953

State Business:

Secretary of State	
Corporation Department	
Annual reports	108
Index cards	56
Fee Book	1
Executive Department	
Land records	5
Trade Marks	8
Index Department	
Elections	2
Enrolled Laws	16
General Assembly	33
Liquor Control Commission	2
Registration and Education	
Department Real estate brokers.	3
	<u>236</u>

History

In Person	
Cahokia records	2
County history	5
Historical Records Survey	5
Illinois Atlas, 1876	1
Blue Book	2
Waukegan Centennial	
(for Senator McClary)	1
Gross Index	1
Session Laws	2
General Assembly	5
By Mail	17
	<u>40</u>

Family History

In Person	
Name Index	32
Civil War Service	28
Spanish American War service	3
State Census	
1855	7
Federal Census	
1840	4
1850	3
1860	5
By Mail	
Family History	29
Civil War service	20
Spanish American war service	6
	<u>137</u>

Continued Archives Reference - March 1953

Consultation Service
By Mail
Counties

3
2

5

Grand Total ~~918~~
418

ARCHIVES CATALOG
March 1953

Name Index

1850 Federal Census

Giles to

McLean Co. History, 1879

Cross References

1871

137

85

2093

VAULT ADMISSIONS
March 1953

Clerk of the Supreme Court	1
Illinois Commerce Commission	3
Supt. of Public Instruction	6
Dept. of Insurance	6
Attorney General	4
Dept. of Architecture & Engineering	4
Adjutant General	7
Court of Claims	1
Corporation Department	5
Treasury Department	23
Finance Department	2
Parks & Memorials	2
Historical Library	1
Civil Service	31 days 23 nights <u>54</u> total
Mines & Minerals	1
Registration & Education	29
Securities Department	4
Teachers' Retirement System	26
Executive Department	31
Auditor of Public Accounts	<u>58</u>
	268 Total

PHOTOGRAPHIC LABORATORY
March 1953

	<u>Negatives</u>	<u>Positives</u>
Photostats		
State Library	32	
Archives	33	1
Corporation Department	24	
	<u>89</u>	<u>1</u>

	<u>Negatives</u>	<u>5x7</u>	<u>8x10</u>	<u>20x24</u>
Photographs				
Secretary of State				
Public Relations	10		128	
Automobile				1
Blue Book		6		
State Library	5		26	
	<u>15</u>	<u>6</u>	<u>154</u>	<u>1</u>

Microfilms	
State Library: Archives	
Randolph County records	4700 ft.
Registration & Educ. Dept.	
(Supplied film)	88 ft.
	<u>4780 ft.</u>

ILLINOIS STATE LIBRARY
STAFF MEETING
April 15, 1953

Mrs. Howard brought some good new children's books which were published in 1953:

Regina Tor's: Getting to Know Korea land
2 nature books, one on trees and one on wood/ animals
"Scrambled Eggs"

The Reading Circle books for 1954 are already beginning to come in - about 20 so far. Mrs. Howard, as you know, is on the committee to select recommended books for schools.

Two of the Collections staff, Miss Herman and Mrs. Heinzl are presenting an exhibit Friday-through Sunday at the I.S.U., on the theme "Growth, Mental and Physical". I did not catch just what this occasion is, but think it an annual affair of some sort for teachers. Other exhibits for other school meetings will be held this spring.

Mrs. Gloria Lee Taylor has recently been made an honorary member of the Mark Twain Society of St. Louis; some of her poems were recently read over station WHOV; an autograph party for her was held at a Chicago bookshop; Coe's book store here had a window display showing her book; on March 27 she was interviewed over WTAX; and her book is to be included in the exhibit of outstanding new books at the A.L.A. meeting in June.

Mrs. Langston reported that the four regional meetings already had have been well attended. Emphasis has been upon discussion.

There was considerable discussion of HB 178 which affects the tax rate of local libraries. Miss Blanchard the chairman and Mr. Neilson a member of I.L.A.'s committee on legislation tried to get an amendment to the bill as introduced. It seems that when the Butler bill on tax rates was going through the 1951 legislature it was discovered to late to do anything about it that a typographical error would permit an exhorbitant library tax rate, so the bill was killed. Most libraries have levied on the intention of the bill, but this bill would decrease the rates already collected by some libraries. Formerly assessments in Illinois were based upon a 50% valuation. In 1945 this was changed to an 100% valuation. That meant that tax rates had to be adjusted downward accordingly, otherwise they would be twice as high as they had been. It is this tax equalization which HB 175 is trying to take care of, but there has been quite a bit of excitement over it on the part of certain libraries who have been and wish to continue a rate higher than that allowed in this bill. Miss Daviess said she heard that the amendments which the librarians wanted were defeated yesterday in the General Assembly. Miss Rogers had not heard anything definite.

Miss Ringerling has had some excellent publicity for region 3. She brought a clipping about the "Library to Serve Libraries". This clipping will be posted on the Library Bulletin Board on the 2d floor of the Centennial Building.

Miss Ringering acted as coordinator for a short course for persons writing club papers and book reviews, sponsored by the Kenkskee Y.W.C.A.

She also brought in a group of Mark Twain character dolls made from clothes pins by Mrs. Irene Mc Kinley, formerly librarian at Cicero. These were very clever. They sell for \$1.25 and Miss Rogers is going to buy a set for herself.

Mr. Haggardy reported that they had a fine meeting at Effingham yesterday. Miss Perry, librarian at Decatur and Judge Dees of Vandalia were the principal speakers.

Mr. Boord expressed his appreciation of the fine exhibits sent by the Art and Collections Departments to the regional meeting in his county.

Johnson county in connection with its drive for an election to establish a regional library is sponsoring 10 programs to be given at various places in the county. They are using our book exhibits, tape recordings of high school public speaking class work and a library film for adults.

Miss Dieckhaus spoke of the appreciation of those who heard Miss Kissinger at Beardstown recently. She attended the meeting at Anna and was particularly impressed by the neatness of the library and the gardening by the library janitor. He keeps a series of blooming plants in the library yard and in window boxes within the library.

Mr. Myers also attended the meeting at Anna. He thought Miss Maginess of the Southern Illinois University Library School was most inspiring. Miss Rogers is trying to get her paper for Illinois Libraries. Ruth E. Hill of the Anna High School also gave an excellent paper on youth problems.

Miss Murray has completed the task of bringing the book list for mental health up to date. Miss Rogers said that May 3-9 is mental health week and the State Library is gathering materials on this subject, besides this book list, for public libraries to use in connection with exhibits and other affairs relating to this "Week"

Mr. Reid said he had found the Alton meeting very good also. He has recently sent a sample package of recordings to Savannah for them to try out. Many librarians are wondering whether or not to start collections of recordings for their patrons. These small collections loaned by the State Library allow them to test the reaction of their public, etc.

Mr. Reid was disturbed by the number of librarians who do not understand the services the State Library offers them, particularly his net film service. This touched off quite a discussion about how hard it is to get librarians to realize all the services we offer. Miss Rogers suggested that the library staff should make such things a "conversation" piece. For instance, when we meet someone who says she knows Grace Murray, for instance, we should say, "Yes, and she is doing something quite interesting right now"- and mention her new book list, etc. The consensus of

opinion of staff members who participated in the discussion that followed was that a good many librarians aren't interested in going in for new things, such as film service, and it is easier to say, "I don't know anything about it," or "I never heard of it" than to take advantage of the opportunity to extend their own services.

Miss Bailey said that one of the highway engineers was very much pleased to learn that we have the Chicago plat books. I gathered that there might have been some question as to whether these might not have been too expensive. The Archives is interested because I had offered to pay half from our book budget as I felt we need plat books for our work. Incidentally, I have just ordered two copies of a new county book for Illinois that shows all section and township lines. This is only about 9 X 12 in. and will be handy for reference. One copy will be kept upstairs for my use, one be in the Reference Library down stairs.

I said that our Mr. Rountree is using our films from one to three times a week in Springfield and neighboring communities and thought that a good way of publicizing our film service. I also reported that we are moving records again, after we had thought we were through with shifting for a while.

Miss Nichol said that lots of high school students are coming to the library for materials for term papers. Often a class after making visits to the Capitol will spend the rest of the day working in the library. She commented on the maturity of the topics being chosen for term papers today. For instance, one student at Sacred Heart Academy is working on a paper entitled "Education for Mental Defectives."

Miss Rogers commented that children of today are more alert than those of an older generation. She warned against having out dated books on handicrafts, decoration, model airplanes, etc. She said those who are supposed to check the shelves should weed out obsolete books and send them to the reserve collection - not clutter our shelves with them. In ordering books, do not order old titles when newer ones are available. If we do not have a dated book which someone may happen to want, perhaps we can borrow a copy, rather than buy it. Keep the collections current. Watch also for books, particularly fiction on which copyright has expired, which may be reprinted without change except for a title.

Mr. Tinsley had complained that he could not get into the room where the books in jeans were kept. Discussion brought out the fact that Richard Shinn has the key to that room and had gone home for the day, and there was a new watchman on duty who would not let him in. Why he did not get in touch with Mr. Cassidy or me I do not know. I wonder if all the Archives staff knows that certain seasonal books, such as Christmas and Easter books are kept in our storeroom at the west end of the basement - in the screened off section of the Janitors' Room. If Mr. Tinsley or any of the men who regularly come over for books from our Level 1 ask to go into that room we can admit them with the Master Key. There is also a key in Miss Rogers' office.

Mrs. Curran, who had another operation last week, is going home today.

Miss Kissinger said she talked before the Wyoming Tuesy Women's Club yesterday. She has also sent a display of pictures for use in store windows in connection with the Johnson county library campaign.

Miss Lundeen said that the Institute for the Blind has started having staff meetings for the first time recently. This institution is becoming an adult education center for the blind. Miss Lundeen talked before one of these recent staff meetings.

She also attended the Institute for Childrens' Institutions at Chicago. There was one general session, a luncheon, followed by workshop sessions. She attended the one of creative group living. Fitz Redl of Wayne University, spoke on the "Child Center as an institution".

Mrs. Ennis commended an article in the current issue of Wilson Library Bulletin entitled "Problems of the Reference Librarian."

Miss Rogers said that when any member of the Library staff receives a questionnaire, please to discuss it with her before replying and to file a copy of the replies in the Administrative Office. If the questionnaire is addressed to you personally - i.e., if it does not call for a reply from you in your official capacity, you of course are not obligated to show her your reply. She said that often several staff members receive the same questionnaire and it makes for better coordination, saving of time, etc. if all are answered alike. Furthermore, she often is asked about such questionnaires and likes to know about them.

Miss Rogers said that in case of illness and especially of an operation, to arrange to have some one keep the Administrative office informed as to conditions. This does not of course apply to absences for such things as colds, headaches, etc., but more serious illnesses. For instance, she said, she did not hear how Mrs. Curran came out from her operation until the next day and when people asked her she felt they thought her cold for saying she did not know.

New assignments to the exhibits committees have been posted on the staff bulletin board in the Centennial Building. In July the exhibit will be "The Arts", Mrs. Thorne, chairman. In August, "Promoting Illinois", Miss Reagan, chairman. In September, beginning the 7th, "Illinois Handicapped Children", Mrs. Howard. October "Sports" and November "Man's Right to Knowledge and the Free Use Thereof" are unassigned. She asked for volunteers.

Ben Richards of Knox College is reactivating the quarterly issued by the Order of Bookfellows at Knox, called "The Stenladder." The first issue is just poetry.

Drew Pearson is offering a newsletter issued weekly, with his "Predictions of Things to Come". Miss Rogers asked if we should subscribe. Cost is \$50 a year or a trial subscription for 6

months at \$30. It was decided to hold this and see if there is a demand, since there are other similar publications.

The A.L.A. Washington News Letter says that Congress has failed to appropriate money for the G.I. education bill and there are layoffs in the staff of the U.S. Department of Education. Miss Rogers has recently received several applications from librarians being let out from there. She remarked, incidentally, that our own budget seems to be going smoothly through the legislature with no cuts in our budget.

The Brand Names Foundation has recently announced its fifth annual awards, four of which went to Illinois firms for their promotion of brand names. Buhler Supermarkets of Peoria got the first award, Myers Bros. and Roberts Bros. of Springfield and Butler of Chicago received citations.

The staff is invited to attend the meeting of the Henry County Library Association at Geneseo May 1. The Rev. Bartholomew is going to talk on book collecting, particularly about his own experiences as a collector.

The April 1st Library Journal in its column "Professional reading" recommends Mrs. Langston's recent article in Illinois Libraries entitled "Powers and Responsibilities of Board Members".

Miss Rogers commented on a kit on Training Prerequisite for Training in Reading, by Singleton and Gillingham. This comprises a manual and games designed to aid children in reading, spelling and handwriting. We are not getting it, but she thinks it is interesting for us to know there is something designed to prevent reading difficulties in children.

Jack Spears in charge of the A.L.A. program to develop American Heritage Programs in Illinois sent a checklist of materials available, particularly for discussion groups. He is trying to get public libraries to sponsor discussion groups holding at least six sessions. A grant will be given of \$10 per person up to 20 per group, applicable on purchase orders of books, films will be loaned to these groups, and mimeographed materials will be furnished without charge. In return the library must submit an outline for each of at least six meetings, a tentative budget, provide a suitable meeting place, a recruitment leader, and furnish a report on the activities of the group. Miss Rogers thinks this a poor time of year to inaugurate such a program since there is little interest in study groups at this time of year, but Mr. Spears wants to report results to A.L.A. in June.

The next staff meeting will be held April 29, Wednesday. Miss Rogers wants all field people here for it, also wants all those with Springfield headquarters to be in their office on Mondays and Fridays of each week.

ILLINOIS STATE LIBRARY
Staff Meeting
April 29, 1953

H.B. 178, which relates to library tax rates, is now on 3rd reading in the House. Amendments change the basic rate from .048 % to .08 %, and by referendum from .08 to .15% and allow rates fixed by referendum from Dec.31, 1943 to stand. These amendments take care of the libraries affected by the bill as originally introduced except for the Decatur library. City libraries are specifically exempted from Sect.162 a, b, and c of the Butler bills.

Miss Rogers requests that the Administrative Office be notified if you give out or receive any publicity about yourself anywhere, and please to send clippings.

Vacation schedules will be sent us within the next day or so. Vacations must be taken during the period May 2-October 3. Staff members who will have completed 6 months of work in the library but not 12 months are to be given the week August 29 to September 5. No extra days off if your vacation includes State Fair or holiday; i.e., if your holiday would included July 4, you would not get an extra day tacked on the end of your vacation. Please fill out 3 x 5 slips giving your first and second choices, and signed by you. Conflicts within the unit will be decided by seniority. The slips should be turned in to me, and I will turn them over to the Administrative Office. First I think we will fill out a schedule so all can see who wants which weeks.

The Florida Supreme Court Library has compiled the results of a questionnaire on law libraries supported by states. 30 law libraries operate as separate units; 7 are a part of the State Library but with a separate budget; 9 are under the State Library but their budgets are included in the total for the library with no separation; 3 are combined state and law libraries. There are 51 law libraries in the country. The full report will be posted on the bulletin board.

The third edition of Who's Who in Library Service, edited by Lowell Martin of Columbia will come out in 1954. If those in professional positions do not receive a copy of the questionnaire before the end of the summer, please notify Miss Rogers.

Miss Rogers requests each unit and section head to read an article in the February 15 Library Journal by Conrad Kellar, entitled "To Know the Foe." To be found at Mrs. Ennis' desk.

Miss Shively, librarian at Urbana, who visited us with two assistants last week send a bread and butter letter which Miss Rogers read.

The American Heritage Committee of A.L.A. has issued four new films on the way our government functions. These are "Centralization and Decentralization of Controls," "Political Parties as a Means of Participating in Government", "Pressure Groups - Use and Abuses",

"Ticket to Freedom."

Miss Rogers commends three book reviews in the Sunday Tribune for April 26 on the new book "The Natural Superiority of Women". This will be posted on the bulletin board.

A letter has been received from a Gold Coast, Africa, group of school children for correspondence with American school children.

The June issue of Illinois Libraries is going to press the end of next week. All articles and news notes should be handed to Miss Rogers accordingly.

Mrs. Curran thanks all those who sent flowers and cards during her recent hospitalization. She looks fine - much better than when she returned from her first operation.

Miss Cook is now the head of the Recordings unit.

Mr. Myers says they are still getting requests for help on term papers. He spoke before the Centon Senior Women's Club last Monday.

Mr. Reid is speaking at the regional meeting at Kankakee next week. On May 16-17 he will be attending the Preview Center Project meeting.

Mr. Boord said that both Johnson and Union Counties have petitions out for an election for a district library.

Miss Byrne said she appreciated the help Miss Bundy has been giving her on Saturdays in connection with the program for members of the Catalog Department to work in the various units.

Miss Nichol asked whether the films we distribute can be used for television broadcasts. Since royalties have to be paid for such use, persons wishing to broadcast the films should be instructed to write to the firm making the films for permission.

Mrs. Howard brought a copy of the Caldicott award book Biggest Bear. She also brought samples of a new series by Messner Co. on Every Day Science Stories, intended for 3rd to 5th grade children. She does not think the illustrations good, but the series fulfills a need. She also spoke of getting out several large collections of books for Mrs. Arzinger, Miss Ringerling and Miss Anthony.

Mrs. Langston said 8 libraries were represented at the regional meeting at Mt. Carmel. This was a day meeting and was better attended than the evening meetings.

Mrs. Arzinger said the Savannah library center is now operating. 33 libraries are eligible to use it. 7 libraries took large collections at the time of opening. The arsenal near there wants about 5000 books for its civilian employees, and the Savannah Public Library is offering library cards for their use. The Kalb Center has added two new libraries to their users - South Beloit and Fox River Road.

The program for the regional meeting there May 5 will be on "How to Tell a Story" and "Selling Our Wares." Mrs. Crane, a mystery writer answered questions on how to write and sell mystery stories. Mrs. Arzinger said May 5 - she must have meant a meeting held April 5.

A new library center is opening at Bloomington on May 19, on the day of the regional meeting there. Mattoon library center will open in September. Miss Rogers is disturbed because so few have requested permission to attend these regional meetings.

Miss Norton reported on the recent visit of Dr. P.M. Joshi of Bombay, India. I am sorry so few of you on the Archives staff met him. He was here during the lunch hour, and what with getting him in to see the Secretary and visiting various places he wished to see we did not get back to the Archives before closing time.

Mr. East reported that Champaign county recorder has recently made his third deposit of microfilm -250 reels bringing him up to date. Peoria county has filed 350 reels with us.

Miss Dieckhaus said that nurses from the State Department of Public Health will be visiting the library between 2 and 3 this afternoon.

Miss Davless complained that staff members going thru the catalog department have been careless about leaning on new records in process and have broken several.

Mr. Haggardy reported on the Rushville regional meeting. The best speaker was Mr. Hobbs, county superintendent of Schools for Mason County who spoke on the subject "As a Citizen in a Democracy, I expect -" Five libraries were represented. Miss Rogers spoke at Nashville. Mr. Morgan, editor of the Sparta newspaper showed pictures of a recent cruise to the British Isles and the Caribbean for which he had been guest of the U.S. Navy. Eight libraries were represented. He commented on an excellent exhibit "More Fun Than A Circus". The Boy and Girl Scout troops of Mt. Carmel raised \$970 for the library book fund with a tag day. The library was redecorated in preparation for the regional meeting.

Miss Rogers recently spoke before a Home Bureau group in Ford County. They wanted more information about our adult education work. Miss Rogers said Miss Murray and Mr. Reid should attend more of their meetings.

Miss Santarelli's mother is having her second operation this morning.

On May 1 Frances Perkins is speaking at Allerton before the Civil Service Assembly. Miss Rogers hopes some of the staff will attend.

Miss Rogers is on the program for the annual conference on Adult Education at the University of Illinois in June.

The Appropriation Committee recommended our budget do pass as introduced, at a House hearing yesterday.

Next staff meetings May 12,26, June 9, July 1.

ILLINOIS STATE LIBRARY

April 1953

Accessions.

Our two largest accessions of the month, financial records from the Bookkeeping Department of the Secretary of State's Office (78 drawers) and Pardon and Parole Records from the Executive Department of the same office (75 drawers) do not appear on this month's statistics since they were not checked in time for a receipt in April.

Departmental Vaults.

Records have been taken to their vaults by the Adjutant General, Registration and Education Department, Teachers' Retirement System and the State Treasurer.

The Adjutant General has applied for transfer of one bay on Level 10 assigned to the Labor Department but never occupied. He has been referred to the Governor to whom the Vault was allocated.

The Auditor of Public Accounts has contracted for two microfilm cameras and is about to undertake the long planned for microfilming of warrants. The work will be done on level 7. This should release space borrowed from the Supreme Court. Attorney General and Bays 2 - 7 inclusive of 12 West. We should prevent grabbing on this released space by the Automobile Department. Reallocation of space in 12 West would provide needed expansion to certain departments. My suggestion is that the contents of 2 bays in 9 East be moved to 12 and the additional space given to the Registration and Education Department, with perhaps some shifting to take care of the needs of the Adjutant General. Of course, this is counting our chickens before the eggs are hatched, for this microfilm project will take many months. However, word will get around that space will be released, and we should be prepared to say that it has already been allocated for archival purposes.

Staff Work.

Our major project right now is the making of a new inventory of archival holdings. Mr. Cassady and I are spending most of our time on this. Mr. East has taken over most of the mail reference formerly handled by Mr. Cassady. Mr. Cassady has been working on listings for the Adjutant General. This material, having come over in several lots, requires careful consolidation, and, because of similarity in titles, careful analysis. I have been able to devote most of my time this month to the inventory. Mr. Cassady and Mr. Rountree have assisted me where I could work more advantageously with a second person. Mrs.

Ishmael is of course typing the compilations and making new labels. We have completed all inventory work on Levels 2 and 3 (including typing and replacement of labels where needed.) We have completed checking on Level 4 and the work is in the hands of the typist. We are locating misplaced records, making numerous corrections in descriptions, etc. I started getting catalog series cards in the catalog or bringing old cards up to date as I went along, but found that is taking too much time. These can be added after we finish the checking, though of course it would be easier to do it while the work is fresh in my mind. We hope to finish this checking before hot weather slows us down.

We had hoped that we had done all the shifting in the vaults necessary for several years, but these two large accessions necessitating shifting about 500 drawers. Originally we put small series between larger ones where future expansion would be necessary. Those small series have long since been shifted out of the way. Now that our space is filling rapidly because of records being crowded out of Departmental Vaults, I presume we shall have to count on more and more space readjustments. Mr. Walsh has been generous in furnishing janitor help but a great deal of Mr. Rountree's time has been taken for this stack work. He handles this work very efficiently and with interest. Mrs. Robeson has been assisting him with filing of new materials and labels.

Because of these other urgent duties Mr. Rountree has had little time to work at the Corporation filing. He is still on the letter "A". Mrs. Robeson is filing the Not for Profit Corporations and has finished the letter "B".

Miss Scheffler's report is not at hand as yet, but she has been concentrating on completing the cataloging of the Canal Records. I think she has nearly completed the financial records. This work continues to go slowly, so that I do not believe she will be ready to help much on the inventory. However, we have a system now and this is going fast with Mr. Cassady to assist me. Our next cataloging project for Miss Scheffler will be a resumption of the much needed analytics for General Assembly reports. I do not think it will take too long to bring the series cards in the catalog up to date.

For me the next major project will be the revision of the History of State Departments. The catalog must be brought up to date first. Also sorely needed is more census indexing. I stopped in the midst of that when I realized that the inventory had got out of hand and that I should supervise that personally. Whether I can accomplish all I have laid out to do before I retire is questionable, but I am trying hard. How much longer I can keep going is something else again.

Visitors.

The most important visitor was Dr. P. M. Joshi, director of the Secretariat Records Office of Bombay, India. A report on his visit was made for the News Notes. As a personality I feel that Dr.

Joshi is really the most distinguished visitor from overseas whom we have had. He evidently enjoyed his visit for he says he is coming back for several days the next time he comes and hopes his wife can come next year.

Mr. Shonkwiler, federal records officer, visited the archives in connection with the transfer of the older federal court records to the Records Center at Chicago.

Reference Work.

Reference work, particularly census search, holds up well and is increasing as word is passed around that the Illinois people do try to be helpful. Some of the staff think we spend too much time on out of state census requests. I feel that since the National Archives does not service these and since we have the records, we should make the information available, always remembering that service ~~in~~ State records has to come first. Furthermore, I feel that our Illinois people probably write to other states for service, which serves to balance against the out of state work we do. Probably no other state does as much as we do. Oregon charges \$1.00 per search. As usual most of our requests came from west of the Mississippi, with California (7), Washington (6), Texas (5) and Nebraska, Oklahoma, Iowa and Oregon with (4) each. 22 states and 12 Illinois towns and cities were represented in our April mail.

We have been called upon to supply centennial materials for Litchfield, Kankakee and Waukegan, possibly other places. A newspaper man, Justin M. Fishbein (Chicago Sun Times) is working on a history of the art work in the Capitol, and has dug up a lot of new material here and elsewhere. Tom Nelson of the Associated Press published an article on State revenue in 1818, mostly from archival literature, for which he gave us due credit. (Illinois State Journal April 13, 1953). Mr. Cassady spent some time with Representatives Johnson and Peterson of the House Elections Committee. They searched election contests for the past twenty-five years to try to find out the meaning of "Prima Facie Case" in election contests. Mrs. McFadden helped an insurance agent to establish family relationship in an insurance claim case, proving his case through the 1860 census. Harry W. Atkinson of Papillion, Nebraska, who did a little genealogical work here last summer, spent several days here last week combing the Cahokia and St. Clair County records for family history. We had a request from the Pakistan Embassy for information on archival equipment.

County Records.

We had some correspondence with Mr. E. L. Roady, county clerk of Jersey County, concerning his application for a hearing on the destruction of some old assessor's records. Those proposed for destruction are not valuable.

Staff Notes.

The State Library was closed Good Friday and the Saturday which followed.

Mr. Cassady took one week of his vacation April 14 - 20.

Mr. La Hart attended the Photographers' Convention at Chicago April 17 - 18.

Mr. Coe (?) is the new morning watchman on the first floor, David Young in the Receiving Room.

State Records Commission.

The State Records Commission met April 9.

Building Notes.

The Civil Service Class on Dictation Review which has been meeting in the Conference Room has completed its work. Mrs. Ishmael took this course.

Respectfully submitted,

ARCHIVIST

Report of Ernest E. East, Archival Assistant, April, 1953.

The Archival Assistant completed the editing of and supervised the splicing of microfilm copies of Randolph County Records which were made at Chester. He typed a brief bibliography and a guide to materials in the collection.

He met with the committee headed by Miss Kissinger for a discussion of materials to be exhibited by the Library ~~WALK~~ for the forthcoming Coronation in England.

He engaged in research and made reference reports with letters to inquirers in numbers as follows:

Family history	16
Civil War	11
Spanish American War	2
Illinois history	2

ARCHIVES ACCESSIONS

April 1953

	<u>Documents</u>	<u>Microfilm Reels</u>
Secretary of State		
Index Department		
Deeds to State Property	14	
2 cases		
Elections	2	
Division of Waterways	1	
Champaign County Recorder		65
Security Microfilm		
	<hr/> 17	<hr/> 65

ARCHIVES REFERENCE

April 1953

State Business

Secretary of State

Automobile Department

Lisense

1

Corporation Department

Annual Reports

106

Index Cards

49

Charters

3

Correspondence

2

Executive Department

Notary Bonds

2

Land Records

2

Trade Marks

8

Index Department

Constitution, 1870

1

Elections

3

Enrolled Laws

11

General Assembly

38

Governor's Office

Correspondence

1

Liquor Control Commission

Lisense

8

Registration and Education Department

Real Estate Brokers

4

Waterways Division

Land records

3

242

History

In Person

Enrolled Laws

3

Gross Index

1

General Assembly

8

County History

2

Blue Book

2

Atlas

4

Black Hawk War Records

6

State House Construction

9

By Mail

11

46

Family History

In Person

St. Clair Co. & Cahokia Records

21

Civil War Records

35

Black Hawk War

1

Spanish American War

3

Name Index (Phone Calls only)	33	
Census		
1840 Federal	3	
1850 Federal	6	
Constitution, 1848	1	
By Mail		
Family History	42	
Civil War	25	
Black Hawk War	1	
Spanish American War	3	
	<hr/>	184
Archival Technique		
In Person	1	
By Mail	6	
	<hr/>	7
County Officials		
By Mail	1	
	<hr/>	1
	<hr/>	
Grand Total		473 480

ARCHIVES CATALOG

April 1953

	<u>Cards</u>
Name Index	
Federal Census 1850	1858

Catalog	
Board of Administration	
7 series cards	
12 Secondary cards	
1 withdrawal	
Nat	

18
<hr/>
1876

Does not include statistics from Miss Scheffler.

VAULT ADMISSIONS

April 1953

43 Auditor of Public Accounts
41 Executive Department
2 Commerce Commission
28 Teachers' Retirement System
21 Treasury Department
32 Registration & Education Department
5 Military & Naval Department
2 Attorney General
3 Div. of Architecture & Engineering
4 Div. of Waterways
1 Shipping Dept. - Sec. of State
6 Corporation Department
1 Liquor Control Commission
1 Securities Department
1 Court of Claims
1 Mines & Minerals
32 - days
11 - nights Civil Service Commission

235 Total

PHOTOGRAPHIC LABORATORY

April 1953

	<u>Negatives</u>	<u>Positives</u>	
Photostats			
State Library	34		
Archives	168	8	
Corporation Recordings	109		
	<u>311</u>	<u>8</u>	
Photographs	<u>Negatives</u>	<u>8X10 Prints</u>	<u>16X20</u>
State Library	14	30	
Archives	4	12	
Secretary State			
Publicity	8	50	12
Automobile			28
Supt. Buildings			<u>8</u>
	26	112	48

ILLINOIS STATE LIBRARY
STAFF MEETING

May 13, 1953

Mrs. Howard as usual brought in some recommended children's books. Among them were The Brownie's Scout Handbook, Knowland's The Victory Drum (the story of the taking of Vincennes and Kaskaskia) and the first of the Space Travel Books for young children: Space Ship to the Moon; The First Book of Space Travel; Rocket Away.

Mr. Boord reported that both Johnson and Union Counties have had petitions out for holding an election for establishing a regional libraries, and both have enough signatures. He is doubtful about getting an election for June, however.

Mr. Reid reported on two regional meeting which he had attended; he is going to another today. There were over 130 registrants at the De Kalb meeting last week Tuesday. Most of the people there had already visited the service center so were familiar with that. Mr. Reid spoke in the morning. The afternoon meeting was good but the chairman did not allow enough time for discussion - she talked too long herself. Miss Mary Rodmacher (?) of Gary was the chairman. Miss Phinney of the University of Chicago talked on children's books, and again was too long winded. There was a good talk on making posters.

There were over 80 at the Kankakee meeting. All went through the service station there. There was much practical discussion especially at the afternoon meeting. The topics were the use of films, recordings and local history. The question was raised about whether trustees and librarians should meet separately or together at these meetings. Some felt that the trustees wanted to discuss problems among themselves where they could talk more freely than with librarians present. Some felt that librarians and trustees should try to see each other's point of view and that could best be accomplished by joint discussions. Mr. Reid said the trustees met separately at De Kalb and with the librarians at Kankakee. Mr. Reid said he did not know what took place in the trustees section at De Kalb, but the Kankakee discussion was much livelier.

Miss Dieckhaus said that vacation schedules will probably come out today.

Miss Kissinger said they were busy with vacation Bible school right now. Mrs. White has many reservations for the flanographs.

Mr. Myers said that reference demands seem to be slackening off a month ahead of time this year. They are now only three days behind. He brought the book U.S. 40 which he is currently reviewing.

Mrs. Curran announced that Doubleday has a new text book department headed by a Miss Barnes. She also announced that the King James edition of the New Testament has been put on 7 inch L.P. records. It takes 23 hours and 11 minutes to play the record. The price is \$20. This is the first time a whole book has been put on records.

Miss Lundeen stated that she had attended a number of meetings. One of these was P.T.A. in Peoria. Miss Mann from the Jacksonville schools led the panel. Others were a school man from Decatur, a business man from Peoria, a housewife and two P.T.A. scholarship winners. This was a very informal panel discussion on techniques that local P.T.A.'s can use. A pantomime on Schools of Yesterday and Today was a good skit. Script can be obtained from the Peoria schools.

She also attended a school librarian's workshop in Bloomington. Robert Havilhurst of the U. of Chicago sociology department spoke on Growth Stages of the Child. He tied this up with books. Miss Hinman of Illinois State Normal University, an English teacher, talked on classroom books. She does not think it necessary to confine classroom studies to the classics, but thinks there are modern books which would serve the purpose as well. There was some discussion of student assistants for school libraries but there were no such persons there.

Another conference she attended was that of the Youth and Community Service, successor to the old Jueville Delinquency Prevention Conference. 30 or 40 agencies were ~~XXXX~~ represented. Miss Higgins of the Crime Prevention Bureau spoke on the Sex Crime Dilemma. A Tribune man, a county judge and Director Bettag were speakers. They all emphasized the necessity for get hold of children very young and the importance of religion in home life. One exhibit was particularly good - a Balopticon showing of slides showing the juvenile delinquency is the responsibility of the neighborhood - twelve slides showing things that are wrong and twelve showing the corrections. Dr. Bettag said that there is no such a thing as a good correctional or penal institution and that the problem is how to keep offenders out of institutions in the first place. Among his suggestions were greater use of paroles and separation of professional criminals from amateurs. What to do with persons who have to go to prisons - how to prepare them to take their proper place in society after they are out. This touched off a lengthy discussion led by Miss Rogers as to how libraries can reach classes of people from whom criminals might develop.

I reported on an article about the proposed new joint Indiana-archives- storage building. Indiana is talking of building a warehouse for less used books of Indiana libraries - something on the order of the Midwest Library Center. This building will adjoin the present Indiana State Library Building. I don't think much of the idea because the type of construction required for archives is so much heavier than for library books that either the library books will be housed in too expensive construction or no attention will be paid to archival requirements, and it is my guess that the archives will come out the little end of the horn. WHEN will librarians find out that archives are not libraries? Not for question!;

Miss Nichol reported that there is no slump yet in reference calls at the Direct Reference Desk - in fact, she is swamped, especially late in the afternoons and Saturdays.

Mrs. Ennis called attention to Advertising Agency News which comes out weekly and has much material on merchandizing. She also announced that Quick magazine ceases publication with the June issue and in its place the same publishers are issuing a new magazine called Tempo. Colliers is to be issued bi-weekly instead of weekly.

Miss Cook, of the Recordings Unit, reported that there is no slump in her department. She is getting inquiries from out of the State and Chicago.

Mr. Pierce said that he had been to Bloomington to assist in shelving at the new library service center which is to open May 19. This will be housed in the English basement of the library. There is a serious parking problem for would be users.

Miss Daviess said that as a result of loaning her staff for Saturdays, the Catalog Department cataloged 2000 books less than they did last month.

Mrs. Mc Mullen said the member of the Catalog Department who has been helping her suggested that it would save time in carding books if the author and title of fiction books be placed on the book card. There was some discussion on this point and Mrs. Curran, Miss Daviess and Mrs. Mc Mullen were instructed to settle this question among themselves.

Miss Murray recommended the book I, Willie Sutton as pertinent to the discussion on crimes and youth.

Miss Rogers said there is a bill before the legislature now to create a separate Youth Commission which would remove our State juvenile delinquency institutions from the jurisdiction of the Department of Public Welfare and in addition give this commission jurisdiction over all offenses by children except cases involving rape, murder and kidnapping. Said said the point of all this discussion is, for us, "What can libraries do to promote family living. How can we merchandise our services to reach people especially those in crowded and rural areas. How can we get people to realize we can help them. We must take our services to them - they won't come to us. We are entering into a period of reevaluation of library services. Volume service is necessary. How and where can we give better service?" She is on the Library Research Council which is working on the question of what the library of tomorrow will and should be.

She also discussed the T-V channels reserved for education. June 2 is the deadline for educational channel applications. Persons interested in education T-V programs feel they need more time to prepare to start such services. The governmental agency which allocates the wave lengths has gone along with this idea to the extent of promising that they will not for the present at least allocate the wave lengths originally set apart for educational channels to commercial outlets, at least for a while. There is a bill before the University forbidding that institution to use any funds from any source for putting on T-V programs on pain of forfeiting all their State appropriations.

Miss Rogers passed around an invitation to attend the next Bibliographical Society Conference, to be held at Ann Arbor, as a sample of clever announcements.

Miss Rogers asked for expressions of opinion as to whether or not the catalogers working Saturdays in other departments were proving useful to those departments and whether they themselves were getting ideas about the work of other departments which would be helpful to

them in gaining new points of view of cataloging from a reference angle. Mr. Reid and Miss Daviess commented briefly, in a non-committal manner, I would say. Mr. Reid appreciated the help the catalogers had given him in a rush period and said the Reference Department would reciprocate later.

It was announced that Miss Rider is to replace Mrs. Watson in the Acquisitions Department. Miss Miller has resigned to take private employment. Mrs. Kunz and Mrs. Refine ~~XXX~~ are taking the places of Miss Rider and Miss Miller, respectively.

Miss Rogers is preparing a scrap book for exhibit at N.A.S.L. exhibiting "things we can share with other libraries" - unusual equipment or procedures here. Among the things mentioned are: electric perforating machines; coal bags for carrying books; Jeeps for storing out of season books, etc.; the Embossograph; our Manuals; Viewmasters; our order cards; our business and monthly lists; our library service centers; compact shelving; Flanographs; shipping boxes for recordings; use of photostat for saving copying for reference uses; the archives sliding bookshelves; pamphlets explaining our services; parcel tying machines; pasting machines; microfilm field work and storage of security microfilm; our "filling station" exhibit cases; the Circulation records Department; the shipping room; visits by school library assistants; internships in the library, etc. Anyone having ideas please tell Miss Dieckhaus by next Monday when the work will start.

The next staff meeting will be held May 26.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
Report for May 1953

Accessions:

During the month we received large accessions: The Secretary of State's office as follows: Executive Department, 75 drawers of Pardons and Paroles; Bookkeeping Department, 78 drawers and 21 drawers; Index Department, 3 documents. The Department of Registration and Education, 123 volumes; plus scattering accessions.

Departmental Vaults.

Authorizations were given to transfer records to the vaults of the Civil Service Commission, Liquor Control Commission; Registration and Education Department, and State Library.

Staff Work.

This month, as last, the staff has had for its major project the new archives inventory. Mr. Cassady and I have been working on the General Assembly bound records; Mr. Rountree and Mrs. Robeson on check in new accessions. Mrs. Robeson has also been making new labels both behind and in advance of my inventory taking. We have found some material out of sequence and have listed material on which unfolding or minor refiling is necessary. Just now our vaults look somewhat the way a house does during house cleaning - everything in the middle of the floor, so to speak. However, we are making good progress and as soon as we finish the General Assembly bound volumes and check in the large accession expected the first week of June from the Service Recognition Board we shall be able to finish the inventory comparatively soon - we still hope by the first of July or thereabouts.

Mr. East has been handling all the mail reference.

Mr. Cassady has been making descriptive notes for some of the later volumes sent over from the Adjutant General's office. Apparently some of these records were not included in the compilation of service records made by the Adjutant General and do not appear in the name index sent with the Civil War records. Mr. Cassady's report on this work is as follows: "During the Civil War we believe the Adjutant General at various times sent out muster books to have unit commanders report and certify to the personnel status of their commands. The information given is the same as at the time of enrollment but we believe the series should be called "descriptive" rolls. We have completed the series and this month made notes on, Infantry regiments from 30 to 156,

Artillery regiments 1-3, and miscellaneous batteries. This work meant checking 1500 documents, making notes on information contained, looking over the certification, cleaning and re-arranging the documents.

"Some considerable time was spent checking 53 "descriptive books" that contained muster information on Illinois volunteers in Missouri regiments. We first spot checked the list to see if any of these men, or all, had service records in Illinois and not being able to locate a record for them we have prepared a letter to the Adjutant General of Missouri requesting that he spot check some of the names to see if these men have official Missouri records. If they have, it is my recommendation that these names be indexed and controlled so that requests for service records on these Illinois men can be properly referred."

Mr. Cassady was at the reference desk full time during the one week of Mrs. McFadden's vacation. The above cataloging work was done at that time.

Miss Scheffler's continuing the cataloging of the canal records. She has finished the Accounting records and is now nearly finished with the Correspondence. That leaves only the Construction records to be cataloged. We had hoped to be able to streamline the cataloging of these latter series, but record keeping in the canal office was so haphazard as to preclude general descriptions. We hope to make summary cards when the detailed cataloging is completed.

The staff has worked hard this past month with a very high morale. Those working in the vault have had much dirty, fatiguing physical work, but have shown enthusiasm and a wonderful spirit of cooperation. Those not working in the vaults have also carried on in the same spirit.

In accordance with your request that the library staff meeting be reported orally rather than by a written report, the last meeting was so reported. Mr. East, having attended the general meeting, took the desk and the rest of the staff came up to my office. Two of the laboratory staff were called away so did not hear all the discussion. The archives staff requests that they be allowed to take turns sitting in on the general staff meeting, so that Mr. East can attend the archives meetings and all take turns in missing the archives staff meeting. I am therefore asking Mr. Cassady to attend the next staff meeting instead of Mr. East.

Staff Notes.

Mr. Rountree was elected vice-president of the Springfield chapter of Frontiers of America, a classified service club analogous to Rotary. Mr. Helm is also a member.

(3)

Miss Scheffler has been reappointed a member of the Executive Committee and made a member of the Board of Directors of the Illinois State Employees Association. She served as chairman of the tickets committee for the annual dinner of the Association at Galesburg, attended by 775.

Staff vacations were taken as follows:

May 9 - 16	Miss Scheffler
May 16-23	Mrs. Robeson
May 23-30	Mr. La Hart, Mrs. McFadden.

Mrs. McFadden's husband underwent a major operation on May 13 but had a good recovery and has been home for over a week.

All but two of our janitors and two of our watchmen have been replaced.

Miscellaneous Notes:

The State Records Commission met May 7.

Film Previews were held in the Conference Room May 1 and 4.

The usual number of schools visited the building. Mr. Cassady usually talks to them and seems rather to enjoy it.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS
May 1953

	Documents	Drawers	Volumes
Secretary of State			
Bookkeeping Department			
Vouchers, 1936-46		78	
Duplicate Payrolls, 1940-50			12
Auto Printing Requisitions 1945-49			2
Appropriations Record, 1943-49			3
Payroll Voucher Distribution			
Schedule, 1951			1
Printing Requisitions 1936-43			2
Requisitions 1945-49			2
State of appropriations and			
Balance, 1935-43			4
Voucher Schedules, 1941-50			8
Executive Department			
Pardons and Paroles, Case			
Records, Series 2, 1912		75	1
Index Department			
Deeds to State Property (1 case)	3		
Department of Registration and Education			
Registers of Professional Licenses			123
Applications for Registered Barbers		17	
Department of Public Works and Buildings			
Division of Highways			
Defense Savings Bonds Records	100		2
Total	103	170	160

ARCHIVES REFERENCE

May 1953

State Business

Secretary of State

Corporation Department

Annual Reports 96

Index Cards 44

Executive Department

Interstate Compact) 1

Notary Bonds 8

Commutations of Sentence 3

Trade Marks 6

Index Department

Deeds to State Property 1

Enrolled Laws 26

Lease and Contract 1

Council of Defense

General Assembly

Governor's Correspondence

Liquor Control Commission

Registration and Education Department

Real Estate Salesman

Real Estate Brokers

Apprentice Embalmers

3

11

1

235

Archives Technique

By Mail

14

14

Family History

In Person

Civil War

24

Spanish American War

3

Census, U.S.

1840

3

1850

4

1860

2

Census, State

3

Name Index

15

By Mail

Civil War

20

Spanish American War

1

Family History

27

162

~~162~~

102

Archives Reference
May 1953 (2)

History

In Person

Executive Records 3
Governor's Correspondence 19
Governor's Correspondence: Military 11
Civil War Muster Rolls 2
County Board Proceedings 27
Canal Records 2
Miscellaneous 3

By Mail

4

73

Grand Total

584

Δ29

ARCHIVES CATALOG
May 1953

Name Index

1850 Federal Census

Coles County

Canal Records

1,733

60

1,793 cards

Catalog

Illinois and Michigan Canal Records

Accounting Records (125 volumes)

219

Letter Books (74 volumes)

199

(Series cards not yet made)

418 cards

VAULT ADMISSIONS
May 1953

Department of Insurance	3
Civil Service Commission	18 days 1 nights
Executive Department	34
Department of Registration and Education	29
Auditor of Public Accounts	35
Illinois Commerce Commission	12
State Treasurer	25
Department of Mines and Minerals	1
Public Instruction	1
Department of Finance	1
Court of Claims	1
Securities Department	1
Supreme Court	1
Liquor Control Commission	4
Division of Waterways	1
Teachers Retirement System	24
Department of Architecture and Engineering	4
Military and Naval Department	8
Corporation Department	<u>7</u>
Total	211

PHOTOGRAPHIC LABORATORY
May 1953

Photostats	<u>Negatives</u>	<u>Positives</u>
State Library	10	
Archives	2	
Corporation Department	<u>50</u>	
	62	
 Photographs	 <u>Negatives</u>	 <u>8 X 10</u>
State Library	32	53
Archives		8
Automobile	4	30
Publicity Department	8	41
Secretary of State's		
Office	<u>19</u>	<u>75</u>
	63	207
 Microfilms	 <u>Frames</u>	
Archives	64	
For a patron		

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

June 1953

Accessions:

The most important accession of the year was that of the records of the Service Recognition Board. House Bill No. 33 of the 68th General Assembly, approved May 21, 1953, terminated the Service Recognition Board and directed that its records be transferred "to the Archives Division of the State Library for permanent filing." These records relate to the soldiers' bonus for World War II. We now have all war service records for Illinois except the records of the Illinois National Guard which are in the Adjutant General's Departmental Vault in the Archives Building. We have the bonus records for World War I but do not service them; that is done by the Adjutant General from a microfilmed copy in his office. He secured a law several years ago authorizing him to substitute the microfilms for the charred originals which were partially destroyed in the Armory fire in 1934, but since the originals had come to the Archives in the meantime, we have kept them. He also secured legislation permitting the destruction of the World War II bonus records and the original records relating to approved claims were destroyed - we have only the microfilms. The rejected claims were retained and we now have them. Had the State Records Commission been consulted, I feel sure that just the reverse would have happened. From an archival point of view it is the approved claims which are of permanent value.

The Registration and Education Department continues to transfer its original records to us as soon as they have been microfilmed. This microfilming is a matter of administrative convenience so that all records can be available for immediate office use. The fact that the originals are still consulted for administrative purposes proved that I was correct in urging the Department to preserve the original records.

A microfilm copy of the 1880 federal census, in 89 reels, was purchased and delivered.

Other transfers have been routine in nature.

Departmental Vaults.

The following Departments transferred records to their Departmental Vaults: Liquor Control Commission, Civil Service Commission and Court of Claims.

The following Departments have recently applied for additional space in the Departmental Vaults. No more space will be available until the Automobile Department vacates the vault space now used for offices.

Staff Work.

All members of the Archives staff deserve special commendation for their cheerful compliance with an unusually heavy work load during a very hot month. Mr. Rountree and Mrs. Robeson spent almost all their time in the vaults, Mr. East and Mr. Cassady the major portion of their working hours there. The ventilation system in the Archives Vaults has never worked successfully since the installation of the air conditioning on the 11th level of Departmental Vaults. Most days in June the temperature in our vaults was 95 degrees or over. Temperatures in the offices were also uncomfortably high, but no one on the staff made an excuse for slacking.

The reference statistics for this month, 885, indicates that both reference and typing staff have been busy. Much of the reference work involved the new Service Recognition Board records and the Waterways Division project to reopen an old court cases involving title to canal lands. Miss Scheffler handles practically all reference work involving the canal records. Mr. East and Mr. Cassady divide the mail reference work; Mr. Cassady happened to be on vacation the heaviest week of reference to the bonus records, so Mr. East had a real work-out, also Mrs. Ishmael. We anticipate a slackening off of the bonus inquiries, most of which have probably resulted from publicity concerning the termination of the Board.

The filing personnel has been very busy. The shifting of records is now completed and accessions checked in. Mr. Rountree and Mrs. Robeson have worked together on this. Mrs. Robeson has been making labels. She found some of the World War I bonus records improperly filed and straightened them out.

Mr. James Mowbray started work as summer extra help on June 4. He was supposed to treat the leather books with a special preservative, but worked himself out of supplies in a few days. Pending receipt of more preservative, we have used him for unfolding documents and more recently working on the civil war files on which Mrs. Dahlgren worked two summers.

We failed to achieve our objective of a revised inventory by July first, largely because of this extra work. Mr. Cassady and Mr. Rountree helped me some with checking, but most of my inventory work for the month comprised typing my notes. I had given them to Mrs. Ishmael to do, but she has had no time for anything but the mail. I realized that my notes were getting stale so went ahead and got them in shape. I noticed discrepancies while I was typing, thinks I might have missed proofreading.

Miss Scheffler and I had hoped that the cataloging for the remainder of the canal records could be streamlined. However, the Waterways Division has requested that we continue the detailed cataloging. As mentioned above, the State plans to reopen the court case involving the grants to the State of even numbered canal sections. About 30 years ago the Supreme Court decided against the State, claiming that it had not proved that it had complied with the conditions specified by Congress. The missing U.S. copy of the Post and Paul survey map of 1824 has turned up in the War Department (where it did not belong) so the State feels it has a case. Mr. Anderson, engineer in charge of preparing the State's case is very appreciative of Miss Scheffler's meticulous cataloging and said it had saved him much work. A. J. Mathewson who did the canal surveying for the State also concurrently had a state wide practice. After his death the State purchased his records. Only a person very familiar with the property in question can know which records pertain to the State and which to private surveys of lands purchased from the State. Mr. Anderson is working which Miss Scheffler in segregating the two types of records. That should speed up the completion of the canal cataloging.

Mrs. McFadden made over 2,000 index cards for Coles County in 1850 and has started typing folders for the General Assembly files which will be coming over shortly. Normally she has all folders prepared in advance, but on account of the shortage of folders was unable to do so this year. She also spends considerable time on the numerous tourists and other visitors. She noted particularly a high school group from Burlington, Iowa, and a 4-H group from Carlinville has having shown considerable interest in our work.

State Records Commission.

The State Records Commission held two meetings in June - the regular meeting June 4 and a special called meeting June 19.

House Bills 1003 and 1004 amending the State Records Commission Act as requested by the Commission in its Biennial Report, passed both Houses but have not yet gone to the Governor for his signature. House Bills 932 and 933 for which I spoke at the hearing before the House Executive Committee on June 16 were killed after duplicate House Bills 1003 and 1004 had been introduced by Representative Noble Lee. One of these bills removes obsolete language from the microfilm act, the other empowers the Commission to authorize destruction of records under retention schedules, also amends minor features of the act as recommended by Mr. Field, alternate for the Attorney General on the Commission.

Conference Room.

Film previews were held June 4, 5 and 8. The Conference Room was also used for the State Library Staff meeting on June 9 and for the State Records Commission meetings on June 4 and 19.

Staff Notes.

I attended the dedication of the Tennessee State Library and Archives Building on June 17, a separate report has been filed.

Mr. Rountree was a delegate from the Urban League to the Human Relations Conference at the University of Urbana June 27 and 28.

Certification of Archivists.

I have had some interesting correspondence with Mrs. Renze of Colorado and Philip Brooks of California on the subject of certification of archivists by the Society of American Archivists. You were away at the time this came up, so I am appending my copies of the correspondence for your information.

Respectfully submitted.

Archivist.

DEDICATION OF THE TENNESSEE STATE LIBRARY
AND ARCHIVES BUILDING, NASHVILLE

June 17, 1953

Mr. Boord, librarian of District 6, and I represented the Illinois State Library at the dedication of the new Tennessee State Library and Archives Building on June 17, 1953.

The Library held open house all day and had guided tours of the Building. The motion picture "The Common Heritage" was run at half hour intervals all day. The dedication took place in the morning and was held in the Reference Room as the Auditorium could not hold the crowd. The principal address was by Luther Evans of the Library of Congress. Governor Clement, a tall, dark, handsome "glamorous" young man also spoke, as did Ex-Governor Browning. Dr. Evans said "This Library" is a house of truth. People must have easy access to truth as presented by all factors of the human race before they can make present day decisions. We must take care that the basic materials of truth are cared for, and I appeal to you to extend the services of your library and archives." Dr. Evans said this might be his last appearance as Librarian of Congress as he has been nominated as Director General of the UNESCO, and will accept if backed by the U.S.

The luncheon which followed immediately was held at the Andrew Jackson Hotel. All out of state guests and prominent Tennesseans were lined up at the speaker's table and gave 2 minute addresses. Among those present and speaking were Evans and Grover of Washington, Miss Kee from A.L.A., Crittenden from North Carolina, Bryan from Georgia, Brigham from Indiana and Church from Virginia.

Mrs. John Trotwood Moore, State Librarian Emeritus, gave a tea at her home honoring Dr. Dan Robison, her successor, a most delightful affair. The Robisons entertained Luther Evans, Randolph Church and me at dinner later and we saw Luther Evans off on his plane to Washington. Many of your friends asked for you, particularly General and Mrs. Seeler, the Kuhlman's, Mrs. Moore, Miss Howell, Mr. Quarles, the Parrent's, etc.

The new building, of which I was able to get only the picture an exterior view on the program, is larger than I had anticipated. Building, equipment and furnishings were held down to the \$2,500,000 appropriation and that meant that many corners had to be cut. For instance, the stack lighting is very inadequate - just naked light bulbs screwed into ceiling sockets. However, as Mr. Parrent explained, it is going to be easier to demonstrate the need for stack lighting improvements than for a laminating machine, so he bought the laminator. He said he tried to give them everything essential and to make it possible to add other things later.

The building is three stories high in front and four at the rear and there are eight stack levels. The top floor has no windows but a series of panels bearing literary quotations. With the temperature near 100 degrees and no shade I did not stop to read these carefully.

The building is a memorial to soldiers of World War II so some memorial features had to be incorporated into the entrance lobby. This is in a light green Vermont marble with brown Tennessee marble trim. A large mosaic of the State seal is in the center of the terrazzo floor.

The first thing which catches your eye as you enter is a grill work above a 25 foot long circulation desk. It looks into the stacks. This feature was a pet idea of Dr. Robison's. He wanted people to be able to see what the stacks look like without having to take them inside. Fire proof shutters are closed at night. As the books in the library do not at present circulate this desk seems unnecessary, but probably Dr. Robison plans to have circulation at some future time. If no one is to be stationed there I should think this might be confusing to the public which may not realize that isn't the reference desk. At the left of this desk as you enter are the catalog drawers - 16 drawers high and 30 drawers wide. The lower four have the sloping labels. I looked inside but saw no manufacturer's plate. To the right of the desk as you enter are two exhibit cases, with double sliding doors - with no locks! About 8 feet in front of the catalog - desk - exhibit combination is an ornamental chair height rail. Centered in that is a low table with a stand like a lectern, on a pivot, and on either side of this are cupboards. I asked what that was and Mr. Alderson, the Assistant Archivist replied, "Don't you realize you're down in the Bible belt? That's where Dr. Robison opens the library with prayer each morning." It seems that the story started by early visitors. Actually, this is the War Memorial. The cabinets are to contain chained books listing the Tennessee service men. The lectern is to be the registration desk. It is very simple and rather good looking, but I suspect will hardly satisfy the American Legion.

To the left as you enter is the Reference Room which will seat 85 persons at tables. The tables have not yet arrived. The chairs are walnut some with red and some with brown leather covers. Bookshelves line the walls, 7 shelves high, to the windows. There are windows on three sides. The bookshelves, and in fact, all the woodwork in the building is natural gum. Floors through the offices and public rooms are green and cream asphalt tile. Walls are green. Towards the south side are map drawers which house the U.S. War Department Depository Maps. The reference librarian's office is behind the two sided reference desk and both open into the card catalog space. This arrangement I think is good since it puts reference patrons at one end of the room away from the traffic confusion of the desk and catalog. The catalog is too cramped - too high and too narrow - not more than two persons could consult it at a time. I was informed that the space now used for exhibits will be used for catalog expansion, also catalog cases put inside the rail, so they think they have plenty of room for their catalog.

To the right from the entrance is the Processing Room. This apparently was planned by Dr. Kuhlmann whom you may remember lays great stress on assembly line procedures. The accession-binding clerk, for instance, has her desk near the door to the Receiving Room and Stacks. It contains 9 steel typewriter desks and half a dozen work tables, some shelves and the shelf list.

The Archives and Library Receiving Rooms are on the first floor and are adjacent. All things go through the Library Receiving Room. The Archives Receiving Room has a fumigator and a cleaning apparatus, the latter like ours. The fumigator is based upon the same principle as ours, but by a different manufacturer. It is about the same size as the one here.

On the second floor, left side of the building, are the Laminating Room and the Photographic Laboratory. The Laminating Room is about the size of the 3rd floor room we planned for the repair department. Mr. Pike, who is in charge of this, says it was planned by Mr. Barrows and is the best anywhere. The laminator stands in one corner. There are three stainless steel sinks for the chemical washers beside it, with cupboards below. He also has a lavatory basin, a specially build drying rack, two presses and various size cupboards. Two large slabs of marble are on top of the west cupboard - based work benches. Two large waist high tables on rollers are used to prepare the documents for laminating. Mr. Pike says these are useful in block off public from the work space. He also has two legal size filing cabinets.

You will recall that Mr. Barrows talked about the "counterfeiting" of documents through a secret process he was developing. Mr. Pike showed us how you can lift one copy only from a printed document onto paper through loosening the acetate after lamination. I guess that is the secret. Enough ink clings to the acetate to permit this.

The Photographic Laboratory adjacent to the Lamination Room is not yet equipped but a Recordak and a Photostat are on order. I was interested to note that the dark room has a sand finish coating painted dark maroon. This size of this laboratory is about the same as ours, except that the dark room is larger.

Offices of the Tennessee Historical Commission and the Tennessee Historical Library are at the front of this building across the hall from the Photographic Laboratory. They consist of four or five offices and a small conference room (perhaps 15 x 20 ft.)

Just to the east of the Photographic Laboratory is a small exhibit room about 8 x 10 ft., with a glass window into the corridor. Exhibits were on tables beside the window, but the public cannot enter the room or get very close to the exhibit. Furniture and figures displaying costumes could be shown here, but is isn't very satisfactory for showing books and documents. It reminded me of the window into the nursery of a maternity ward.

In the center of the building is a small auditorium seating perhaps 100. They are very pleased with their chairs - very light aluminum frames with canvas backs and seats, which can be stacked 20 high in the square space of one chair. They are easy to handle, can be glided over the floor with no mar-marks. The president of Southwestern College at Memphis told me that he had suggested these chairs, having seen them in use at Princeton. Incidentally, he said his college is dedicating a new library building next fall, and invites us to attend, I had told him how disappointed you were not to get to Nashville and he said to tell you to go to his dedication and stop at Nashville on the way down. I sat next to him at the dedication but didn't catch his name - I think it is Coe or Cole.

The eastern half of the second floor is offices and the staff lounge. The staff room is done in pink (as a contrast to the customary green), and has a good sized kitchen adjoining.

The Extension Department has a suite of rooms on the north side adjacent to the stack area. Miss Parks sent her regards to you and Mrs. Langston. Two bookmobiles were parked outside the Receiving Room. I didn't spend much time in the Extension Department because I knew Mr. Boord would get full particulars. Mrs. Moore's and Dr. Robison's offices are in the northeast corner of the second floor. They are simple, but command beautiful views of the hills beyond the town.

The Archives Section is in the ground floor below the first floor. The ground slopes away here so that it has above ground windows on two sides. You will recall that I was distressed that the Search Room would have inadequate light. The architect installed what he says is the first lighting system of its type in the country - fluorescent lights behind the egg crate grills set at a diagonal, and covering the whole ceiling. Mr. Parrent says this diagonal grid gives the nearest approach to daylight lighting of anything discovered so far.

The archival suite, consisting of Search Room, Archivist's Office, Catalog and Staff Workroom occupies approximately the same space and has a lay-out similar to that of the library rooms above. More catalog drawers were provided, but in inadequate quantities if name indexes are to be prepared. The archivist's office is glassed in so that he can superintend the Search Room. There are also two glassed-in cubicles for the use of researchers ~~are~~ opposite the reference desk. There are some catalog drawers inside the reference desk for finding aids, but Mr. Quarles is disturbed because most of these call for 3 x 5 cards whereas he has been using 4 x 6 catalog cards. Incidentally, he plans to have a card catalog of holdings with subject entries similar to ours. Other archivists have sneered at us for our impractical, extravagant ideas on this subject so long that it is nice to know that some one else approves of the idea.

The stacks are at the back of the building jutting out as a short end of a T. They are in what amounts to a separate building and are I would say something over 100 feet square. Two freight elevators serve all floors. The architect used our 9 foot module but instead of using the pan type floors carries the floors on reinforced concrete slabs between 6 inch "I" beams. The effect is similar and the principle about the same. The uprights also go down to caissons. There are 8 floors of stacks with the space over the office section planned for departmental archival vaults. The archives sections are divided off from the library sections of the stacks by mesh screens like ours. Shifting of these mesh screens is less simple than ours since they are bolted to the "I" beams at floor and ceiling level. At present the archives is using the level corresponding to their Search Room floor also the 8th level. Since they are continuing their policy of loaning records back to departments of origin I don't quite see how they are going to work out the departmental vault plan, and it doesn't seem clear in their minds either.

The stack installation is by Sneed - imported from Forgeres Strasburg. Mr. Parrent said they couldn't get the steel in this country. But you will recall that some of the equipment companies are bitter about the competition from Marshall Aid importers underbidding them. I was not favorably impressed by the equipment. It looked "tinny" and Mr. Quarles had two cuts on his forehead from a shelf that had broken and fallen on him. However, Mr. Parrent easily put in a shelf which Mr. Quarles had said didn't fit, so I withhold judgment. The library shelves are 9 inch, the archives shelves 12 and 15 inch shelves. The two bottom library shelves are tilted. The archives shelves are cantilevered so books can be placed on them continuously without the 3 foot breaks we have. However, the shelves are just three feet long, leaving breaks of a good two inches between the shelves as they are lined up. There are no finished stack ends, giving a crude effect. The stack labels are too close to the ceiling to be read, and as a stack range may be twenty feet long, these are completely inadequate. There is no provision for shelf labels. I noticed they pencilled some labels on some shelves. There are a few legal sized cabinets on the Search Room floor level, but for the most part they plan to change records from the present transfer cartons to small boxes like those used in the National Archives.

The color used for the stacks is "hammered aluminum. This effect is gained by a new type of paint invented by a Nashville concern. It looks like hammered aluminum with a smooth plastic finish. This can be either sprayed or baked on, and gives a pleasant effect. This has been used on the elevators and in various places for trim.

All the library books are moved and about half of the Archives. Library books were packed in slings and let down from the balconies. Convict labor was used for the moving. Two levels are partially filled with Archival materials. The archival volumes are on shelves, but the unbound records are at present stacked four high in cartons. I doubt if they have any inventory or other controls. One floor was filled with Accounting Department and Education

Department records. Under the physical handicaps under which the Archives Department has been working it seems unlikely that the records already transferred are of great value. The present archivist is apposed to any disposal program. Mr. Alderson, the Assistant Archivist, who will presumably succeed Mr. Quarles who will be retiring in a couple of years, appears to be a bright ambitious young man. He wishes to spend some time here with us as soon as he can get away.

Mr. Parrent expects to publish one or more articles descriptive of the building and has promised copies for our files.

Luther Evans is greatly concerned over the probability that Wayne Grover will be ousted as Archivist of the United States. It is most unfortunate that he happens to be a son-in-law of Thomas of Utah." Actually, "I have heard him say," I got the job in spite of not because of Senator Thomas." Dr. Grover is a career man and everyone in the archives world recognizes that he is qualified. Senator Dirksen is particularly opposed to him as a "policy making holdover," though the director of General Services is very anxious to retain Dr. Grover. Dr. Grover appeared at the dedication and spoke at the luncheon but disappeared immediately afterwards as if trying to avoid people. I merely had a chance to shake hands and say "Hello".

Respectfully submitted,

Archivist

State's \$2,500,000 Library, Archives Building Formally Opened By Clement

Tennessee's new \$2,500,000 Library and Archives Commission building was opened formally this morning with tributes from state and national leaders.

Opening of the new structure climaxes six years of planning and construction.

It is dedicated as a "lasting memorial to the citizens of Tennessee who served in World War II."

Inspection of the library began at 9 a.m., but the formal opening ceremonies were conducted at 11 o'clock.

Clement Spake

Gov. Frank Clement, main speaker for the occasion, stated, "I don't know of a greater tribute that could be paid Tennesseans who served during World War II."

"Benefits that our people gain through the use of this building can only be measured by increased knowledge."

Clement paid tribute to State Attorney General Roy Beeler and referred to him as the "construction watchdog." Beeler was one of several state officials who promoted the project.

The governor was introduced by Beeler. Clement paid tribute to former Jim McCord and Gordon Browning, under whose administration the building was constructed.

At the request of Clement, Browning paid a brief tribute to the project.

"All who had part in the preparation of this structure should be proud of its condition today. This is a monument through which those things worthwhile will be carried into the future," Browning said.

Featured with Clement as main speaker for the occasion was Dr. Luther H. Evans, librarian of Congress.

"This new building puts Tennessee into the front ranks of all states in the preservation of library and archives material," Evans said.

The 50-year-old Texas native pointed out, "This library is a house of truth. People must have easy access to truth as presented by all factors of the human race before they can make present day decisions."

"We must take care that the basic materials of truth are cared for and I appeal to you to extend the services of your library and archives," Evans said.

UN Post Agreeable

The congressional librarian, who Tuesday was nominated as director general of the United Nations Educational, Scientific and Cultural Organization, said this morning he would accept the post if backed by the U. S.

Sixty-five member states will convene in Paris July 1 to decide on selection of a director general. Evans is the only nominee proposed by UNESCO's executive council.



—Staff Photo by Jack Gunter

Discussing Tennessee's new Library and Archives Commission Building are (from left) Dr. Wayne C. Grover, archivist of the United States; Dr. Dan Robinson, State librarian and archivist, and Dr. Luther Evans, librarian of Congress. They participated in the formal opening and dedication of the building today.

Evans said he had visited Nashville many times in connection with his duties as one of the trustees for Fisk University.

State Librarian and Archivist Dan N. Robinson introduced Evans.

William H. Swiggart, chairman of the State Library and Archives Commission, presided at the ceremony. Dr. Armand L. Currie, minister of Westminster Presbyterian Church, delivered the invocation.

Building Tours

Visitors to the new five-story structure were taken on conducted tours throughout the day.

A film, "The Common Heritage," was shown continually in the library's auditorium.

Present at the opening ceremonies were three former Tennessee governors. They are Browning, Prentice Cooper and Hill McAllister. McCord was unable to attend.

Visitors' Comments

Mrs. Tom Ragland, vice-chairman of the State Library and Archives Commission, presided at a luncheon at the Andrew Jackson Hotel for guests to the opening day ceremonies.

Brief speeches were made by distinguished visitors from Tennessee and nearby states.

Comments from the guests were as follows:

Miss Mary Bryan, archivist for Georgia, "I am happy and proud for Tennesseans on this memorable day."

Dr. Harold Brigham, director of Indiana State Library, and former head of the Nashville Public Library, "Tennessee is to be congrat-

ulated for its collection of tangible evidence of the State's glorious past."

Dr. Wayne C. Grover, archivist of the United States, "Southern states seem more conscious of history than Eastern states—it is a very fine building, one of the best in the United States."

Miss Margaret C. Norton, archivist of Illinois, "Tennessee has an enviable record on the state of its records. As a representative of Illinois, I am green with envy."

Miss Ruth Reagor, president of the Tennessee Library Association, "Every librarian and citizen in the State of Tennessee should visit this building."

Dr. Randolph W. Church, Virginia state librarian, "The people of Virginia congratulate Tennessee on the construction of this wonderful edifice."

Miss S. Janice Kee, Chicago, extended greetings to visitors from the American Library Association.

ARCHIVES ACCESSIONS

June 1953

	<u>Vol.</u>	<u>Documents</u>	<u>Drawers</u>	<u>Micro.</u>	<u>Reels</u>
Secretary of State					
Corporation Dept.					
Index Cards		8,514			
Fee Book	1				
Index Dept.					
Deeds to State Property		16			
7 cases					
Service Recognition Board					
Master Index File					
17 cabinets, 6 drawers high,			102		
3 X 5 cards					
Rejected Claims					
4 high Rock-a-files					
Claims Allowed					16 double dw
Microfilms					
Index to Warrants by Claim	20				
Voucher and Warrant Books	49				
Schedules	4				
Inventory of Claims	8				
2 copies, 4 vol. each					
Miscellaneous records			12		
Department of Registration and Education					
Applications for licenses					
Apprentice Barbers				7	
Student Barbers				4	
Registered Barbers				17	
Registers					
Barbers	22				
Beauty Culturists	7				
Real Estate Brokers & Salesmen	24				
Chiropists	5				
Embalmers & Funeral Directors	11				
Land Surveyors	1				
Professional Engineers	4				
Optometrists	7				
Illinois Legislative Council					
County Zoning Study			103		
Peoria County Recorder					
Security copies of records				5	
U.S. Census					
1880 population schedules					89
	169	8,633	211	94	16 double dw

ARCHIVES REFERENCE

June 1953

State Business

Secretary of State	
Corporation Dept.	
Annual Reports	101
Index Cards	57
Correspondence	2
Bookkeeping Dept.	
Payroll	1
Executive Dept.	
Commutation of Sentence	4
Trade Marks	8
Index Dept.	
Leases and Contracts	4
Elections	1
Enrolled Laws	28
Deeds to State Property	2
Securities Dept.	
Closed Cases	2

General Assembly 43

Insurance Department
 Annual Reports 5

Liquor Control Commission
 License 3

Registration and Education Dept.
 Brokers file 10

Waterways Division
 Canal records 303

Service Recognition Board (by mail)
 Bonus records 100

674

Archival Technique

 By Mail 7

 County officials 1

8

History

In Person

Governor's Correspondence
 Fayette County Records
 General Assembly Records
 Deed Index
 County Histories
 Miscellaneous
 History of State Departments
 Blue Book
 Name Index (Phone Calls)

26

8

2

1

7

2

2

3

36

87

7

94

By Mail

Family History

In Person

U.S. Census Records

1840

4

1850

8

1860

3

Civil War

42

Spanish American War

6

By Mail

Family History

24

Civil War

19

Spanish American War

3

46

109

GRAND TOTAL

885

ARCHIVES CATALOG

June 1953

Name Index

Illinois and Michigan Canal
1850 federal census, Coles Co.

Cards

270

1850

2120

Catalog.

Illinois and Michigan Canal
Correspondence: Letter books
41 sub-size

600

Construction: Field Notes:
Estimates of Engineers
Quantities

List of telephone poles on 90
foot reserve of I & M canal

DEPARTMENTAL VAULT ADMISSIONS

June 1953

1. Corporation Department	1
2. Court of Claims	1
3. Division of Waterways	2
4. Department of Insurance	1
5. Supreme Court	1
6. State Treasurer	18
7. Attorney General	3
8. Executive Department	33
9. Registration & Education	35
10. Teacher's Retirement System	21
11. Liquor Control Commission	1
12. Securities Department	2
13. Index Department	2
14. Department of Mines & Minerals	2
15. Commerce Commission	6
16. Civil Service	16
17. Finance Department	3
18. Auditor of Public Accounts	37
19. Adjutant Generals office	7
20. Dept. of Arch. & Engineering	<u>1</u>
Total	193

PHOTOGRAPHIC LABORATORY

June 1953

Photostats

	<u>Negatives</u>	<u>Positives</u>
State Library	5	
Archives	22	4
Corporation Dept.	15	
	<hr/>	
	42	4

Photographs

	<u>Negatives</u>	<u>8 X 10</u>
State Library	3	18
Secretary of State		562
Blue Book	16	16
Driver's License	1	3
	<hr/>	
	20	599

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for July 1953

Accessions.

The principal accessions of the month were those from the General Assembly. All have now been received, though those sent by the Secretary of the Senate last week have not been checked and receipted for as yet. This is the earliest we have ever received these records.

The Clerk of the Supreme Court turned over some old documents found in an early file drawer. Chief among these were lists of books proposed for purchase from the first appropriation for the State Library, also bills for books purchased in 1843. This discovery was described in an article in the Illinois State Journal Register for Sunday June 21, 1953.

The Civil Service Commission applied to the State Records Commission for authorization to destroy their work sheets in connection with the Standardized State Positions and Titles Act of 1943. These contained thousands of questionnaires filled out by employees and supervisors of various Code Departments and give detailed information about the types of work done by each, the training and skills necessary; accompanying these are division organizational charts. The Commission considered that these records have potential historical value as giving a detailed picture of governmental organization at the period the standardization program was put into effect. Accordingly, these records have been transferred to the Archives.

Champaign County has already deposited security copies of all its Recorder's records. This last month it deposited microfilm copies of the records of the Circuit Clerk. So far as we know this is the first county which has copied other than deed records, though we know that other counties have planned to do so.

We purchased the 59 reels of 1880 federal census records from the National Archives. From what that institution wrote us we felt the 1870 census, copied by the Census Bureau some years ago might not be satisfactory, so have held off that purchase for the present. This 1880 census is the first one which gives the name and nativity of the parents of those listed. Because of the bulk of this census (89 reels) it will not be practicable for us to make searches for individuals, but the films will be available here for our patrons and searchers they may send.

Departmental Vaults.

The State Treasurer transferred records to his Departmental Vault.

Staff Work.

We did not finish the inventory last month as we had hoped to do, partly because the prolonged heat during a part of which our vault ventilation system was working, but partly because we stopped to reorganize misfiled and disarranged records discovered in the process of inventorying. There is not too much left to be completed for the first stage of the inventory-is, the actual listing of holdings bay by bay. Mr. Rountree and Mrs. Robeson are still working on vouchers on level 7; more of the World War I bonus records have been found to be out of place. Levels 11 and 12 are not yet rechecked, though Mr. Cassady is working on Level 12. The latest Civil Service Commission accessions have to be transferred from cartons to drawers and labels, made. New labels have been made for most drawers on Levels 2-10 inclusive. Part of the Illinois and Michigan canal records are not yet listed in the inventory. Miss Scheffler is cataloging these and adds them to the inventory as she finishes each series. Mr. Cassady is making catalog notes for the bound Civil and Spanish American War records as he takes the inventory. This slows up the inventory slightly but getting them into the catalog will be merely a matter of typing the entries and making the added entries. I haven't started that as yet since it seems advisable to wait until we are sure we have located all series relationships. The largest inventory job remaining is on the Insurance Department bound records on which Mr. Cassady has also been working. After we get the inventory typed, the next big job will be to index it and then to get temporary and later permanent catalog entries. This will take some months.

Mr. Cassady did all mail reference work while Mr. East was on vacation for two weeks. Mr. East will continue to do the bulk of the mail reference work, releasing Mr. Cassady for this inventory-descriptive work. He also reworked part of the files of the Liquor Control Commission.

Mr. Rountree and Mrs. Robeson have not had much time for filing, both having worked most of their time on vault rearrangement. In addition to the work on vouchers and World War I bonus records they re-filed the later Governor's Correspondence. Mr. Rountree filed in new corporation index cards through the letter "L" and is filing in the letter "B". Mrs. Robeson has filed the letters E-J inclusive in the "Not for Profit" corporation. When she finishes these she will work on the "for Profit" corporations, and with both Mr. Rountree and Mrs. Robeson filing we hope to make up for these several months we have had to take Mr. Rountree off his regular job for inventory and accessions work. Mr. Rountree drove a bookmobile to Aurora one day.

Mrs. McFadden has all House and Senate Bills in order but only about 150 of the 1600 folders typed. She completed the indexing of Coles County census for 1850 but won't resume that indexing until she has all the General Assembly material filed away.

Mr. James Mowbray, a college student from Buda, Illinois, is working for us as extra help this summer. He is industrious and efficient and we hope we can have him each summer until he finishes school. He is applying a leather preservative, "Liquid-Leather" to our bound volumes and has treated 193 volumes on levels 3, 4 and 5, to date. We ran out of materials for him and for several weeks while awaiting a new supply used him for other work. He unfolded 7,500 official bonds, leases and contracts, so those series are now in final shape. He also unfolded, cleaned and made folders for 3,000 documents in the civil war records, completing the 47th, 48th and 49th regiments. This is the work started by Mrs. Dahlgren. It is now about one-third completed. This is the only major series left to unfold. There are a number of documents, vouchers, for instance, which we may never unfold.

I cataloged the Randolph County microfilm.

For some years we have been hoping that the Historical Library would edit and publish the election returns for the period 1848-70. One volume, covering the period 1818-48 was done by the late Theodore C. Pease some years ago. Dr. Pease now has a Mr. Barnhart working on this project. We are supplying photostats for which the Historical Library is to reimburse us for the materials.

Reference work relating to the Service Recognition Board is gradually easing off as had been expected. Most of this can be answered through form letters. The principal types of inquiry are as follows: inquiries about a bonus for Korean veterans; certificates showing state residence in connection with G.I. housing loans; inquiries from guardians of minor heirs of deceased veterans, and the usual run of too late or rejected claimants who just won't take no for an answer.

Mr. East took a sort of busman's holiday, visiting historic sites at Richmond, Williamsburg and Yorktown, Virginia. He visited the Williamsburg offices of Dr. Edwin P. Alexander and Lester J. Cappon of Williamsburg, Inc.

Exhibits.

Miss Scheffler places a new exhibit on maps, inspired by the joint issuance of the new Illinois highway map by the Governor and Secretary of State. Formerly the Secretary of State issued his map and the Highways Division another, each year. The west case shows the series, beginning in 1923, the earliest found. Other Illinois maps shown are the latest pictorial map, aeronautical

maps issued by the Aeronautics Department, conservation reports of the Illinois Planning Commission, geologic maps, a literary map of Illinois, maps of Springfield and Lake Springfield, and some historic maps. Most of this material is from the files of the Illinois documents department. On the second floor we are showing some of the Centennial material from the old exhibit, also contents of two volumes of the newly acquired Crown Collection of Photographs of American Maps.

Our State Fair exhibit will consist of photostats of 19 city and town charters of 1853.

The State Records Commission met July 2. Two bills, HB 1003 and 1004, making changes in the laws relating to the State Records Commission, were signed by the Governor on July 20.

The State Library Staff meeting was held July 1. The Council met July 2, 20, and 22, and on the 23rd and 30th was joined by the State Fair Exhibit Committee.

Building Notes.

The Automobile Department used the Conference Room for two meetings of Investigators.

The freight elevator was being repaired from July 9 to August 3. It is still working only intermittently.

The Automobile Department is exchanging its space in the Archives Building with the Vital Statistics Department, now located on Monroe Street. We are not happy about this because the eleventh level of the Departmental Vaults, now used for office space, is needed for records. We probably cannot hope for relief until the new State Office Building is completed.

Respectfully submitted

Archivist

July 23, 1953

Memorandum to : Mrs. Curran

Subject: State Fair Labels

We shall need the following Addressograph Labels for the Archives exhibit on Centennial Charters:

Kankakee County
Established 1853

Warren
City Charter 1853

St. Charles
Town Charter 1853

Morris
Town Charter 1853

Nashville
Town Charter 1853

Knoxville
City Charter 1853

Hutsonville
Town Charter 1853

Aurora
Town Charter 1853

Edwardsville
Town Charter 1853

Dixon
Town Charter 1853

Marshall
Town Charter 1853

Carlinville
Town Charter 1853

Lockport
Village Charter 1853

Waukegan
City Charter 1853

Paris
Town Charter 1853

Havana
Town Charter 1853

Grafton
Town Charter 1853

Ottawa
City Charter 1853

Carlyle
Town Charter 1853

General Act to Incorporate
Towns and Cities
1849

Enclosed are samples of last year's exhibits. We are having the photostats made now, but in the meantime it might be well to be preparing the mats. Can you have these made or do you wish Miss Scheffler to come over to do them?

Archivist

ARCHIVES ACCESSIONS

July 1953

	<u>Documents</u>	<u>Vol.</u>	<u>Drawers</u>	<u>Microfilm</u>
Secretary of State				
Index Department				
Dead Records (1 case)	6			
Lease	1			
National Archives				
1880 Census (by purchase)				89
Civil Service Commission				
Salary Classification Survey			10	
Clerk of the Supreme Court				
State Library & Misc. Records	19			
General Assembly				
House Clerk	810	30		
House Engrossing & Enrolling Clerk	69	3		
Senate Engrossing & Enrolling Clerk	403			
Champaign County Recorder				
Circuit Clerk Security Film # 279-335				57
Legislative Council				
Proposals for Research # 1-299	209			
Liens on Old Age Pensions in other States	50			
	<hr/>			
	1,567	33	10	146

ARCHIVES REFERENCE

July 1953

State Business

In Person

Secretary of State	
Corporation Department	
Annual Reports	78
Index Cards	54
Correspondence	2
Executive Department	
Pardon and Parole	2
Trade Marks	11
Index Department	
Deeds to State Property	2
Enrolled Laws	20
Elections	3
Securities Department	
Closed Cases	3
General Assembly	26
Governors' Correspondence	2
Liquor Control Commission	
Applications for Licenses	3
Registration & Education Department	
Real Estate Salesmen Licenses	4
Waterways Division	
Canal Records	54
By Mail	
Service Recognition Board	81

345

Family History

In Person

U.S. Census	
1840	3
1850	3
1860	2
Civil War Service	34
Spanish American War	3
Name Index (Phone Calls only)	23

By Mail

War of 1812 Service	1
Civil War Service	21
Spanish American War	4
Genealogy, Miscellaneous	29

123

History

In Person

County Histories

4

Session Laws

6

General Assembly

4

Lincolniana

2

Governors' Correspondence

1

Election Records

2

Miscellaneous

1

By Mail

12

32

Archival Technique

By Mail

6

6

Records Management

Counties

2

2

Grand Total

508

ARCHIVES CATALOG

July 1953

Name Index

	<u>Cards</u>
1850 Federal Census	
Coles County	1,695
Illinois & Michigan Canal	30
Randolph County records	4
	<u>1,729</u>

Catalog Cards

Illinois & Michigan Canal	
Series Cards	2
(60 vol.)	
Other cards	109
Randolph County microfilm	
Series cards	45
Other cards	130
Cross Reference Cards	4
	<u>285</u>

DEPARTMENTAL VAULT ADMISSIONS

July 1953

Department of Insurance	3
Corporation Department	1
State Treasurer	22
Teachers' Retirement System	19
Auditor of Public Accounts	28
Civil Service Commission	44
Dept. of Registration & Education	38
Div. of Architecture & Engineering	3
Adjutant General	6
Executive Department	25
Division of Waterways	5
Court of Claims	3
Department of Finance	2
Supreme Court	3
Public Instruction	1
	<hr/>
Total	203

PHOTOGRAPHIC LABORATORY

July 1953

	<u>Negatives</u>	<u>Positives</u>
Photostats:		
State Library	76	
Archives	25	
#For Historical Library	194	
Corporation Department	9	
	<u>304</u>	

	<u>Negatives</u>	<u>8X10</u>	<u>Poster</u>	<u>5X7</u>	<u>11X14</u>
Photographs:					
State Library	16	34			
Secretary of State	3	321	1		
Publicity	14	5		12	
Blue Book					36
Auto Dept.					
	<u>33</u>	<u>360</u>	<u>1</u>	<u>12</u>	<u>36</u>

To be charged for materials.

ILLINOIS STATE LIBRARY
ARCHIVES SECTION

Report for August 1953

Accessions.

The General Assembly records listed in the statistics came in in July but had not yet been checked and accessioned at the time the July report was written. This month we have received several hundred volumes of Registration and Education Department registers but these have not been receipted for because the special shelving for them transferred with the volumes is just now coming into the vaults.

We thought all Securities Department records had been transferred but on September 2 were notified that about 600 more folders, to be interfiled with those recently sent, were to come. That means more shifting, not only within the series, but shifting of another series to some other location to make room for them.

This is the first year that accessions have kept up right through the summer, many of them large. Although we have tried to plan for future expansion, some of this material was not anticipated at all or in such quantities. This constant shifting makes inventory control both exceedingly necessary and increasingly difficult. The two week illness of our vault clerk during the month did not help this situation, but Mr. Cassidy and Mrs. Robeson handled things very well in his absence. It is difficult to report on our work in a way that reflects what it is. I am sure you are not interested in the details of which records were moved from this bay to that or how we squeezed this drawer or that to get a few more folders in so we would not have to shift something else, or how we corrected misfilings which showed up here and there.

Departmental Vaults

Permits for transfer of records to their vaults were granted by us to the Adjutant General, Civil Service Commission, Department of Registration and Education, Superintendent of Public Instruction and Vital Statistics Division.

The following departments are now operating microfilm projects in the departmental vault area: Auditor of Public Accounts, Civil Service Commission, Department of Registration and Education and Division of Vital Statistics. How nice it would be if we could set them up in the second floor room especially planned for use of departmental vault clerks! How they stand to operate those hot machines in our vaults this weather I don't see.

The Department of Registration and Education is microfilming its registration records in order to have the necessary records close at hand in their own office. The originals are deposited in the Archives as soon as each series is microfilmed.

The other departments are microfilming with a view to conserving space by substituting film copies for originals. The Auditor is

filming warrants; Vital statistics is filming a card index; and Civil Service is filming personnel records for employees who have been out of State service since 1945.

Visitors.

We have had six official guests during the month, one an American, the others foreign government employees.

First to come was Mr. Erwin C. Zepp, director of the State Museum at Columbus, Ohio. The State of Ohio has been talking about an archives department for forty years at least, and legally the Ohio State Archaeological and Historical Society is supposed to be custodian of the archives. There is pressure from State departments now for a real archival agency and Mr. Zepp is making active plans. He is studying the problem with a view to making necessary plans preliminary to the appointment of an archivist. As his own background was that of a landscape architect he frankly admits he has much to learn. His own situation is analogous to that of yours - he will not do the archives work himself, but it will be up to him to get appropriations and to plan general policies. He has obviously given the matter considerable thought, asked many questions and has written twice for further information on certain questions.

Three came from Brazil the last week in August. Dr. Manoel Adolph Wanderley, chief of the reading room of the National Library of Brazil was here on August 25. He took the courses on archives at the American University during the regular academic year, also this summer's archival institute. He feels that his national library, corresponding to our Library of Congress is the natural place from which to expand into the archival field. He did not tell me, but earlier visitors from Brazil have said that there is a so-called archivist who is really an old man, past his prime, working with historical manuscripts and writing histories - somewhat like what Dunbar Rowland did down in Mississippi. Until this man retires the archives must be worked out around him. Mr. Wanderley was interested in our set-up, especially in the relationship between the state library as a library organization and the archives as an archival agency. He seemed to think that we "have something there" which may be helpful to him in Brazil. I was very favorably impressed by him. He struck me as being a much more practical person than some of our guests have been. I was sorry he had so little time here, but he also knew what he wanted to find out and had his questions well organized.

from Brazil

Miss Nilza Soares and her fiancée Mr. Santos were here two days, and Mr. Nasie Sharify of Iran. Miss Soares has been librarian of the Department of Labor of the National Government at Rio de Janeiro, and has been studying in Washington the past year. She took the course on archives at Washington this summer and her special interests here were archives and library extension. She will be working at the Brazilian consulate in New York next winter. Mr. Santos is a lawyer and has just arrived for a year's study on a Ford Foundation Fellowship. He is to study at American University but I am not sure just what - probably public administration. Mr. Sharify is the Director of the Parliament Library at Teheran, Iran. Although not particularly interested in archives as the others were, he asked many thoughtful questions and went through the building with a great show

of interest. He said he was amazed at the scope of the work the State Library does.

Mr. Luis Humberto Merchan Mora is secretary of the National Archives of Ecuador, which is about to move into a new building. Unlike our other guests, Mr. Merchan is not a fellowship holder but was sent by his government for a three months' study of archives preliminary to starting work on their own collections. He expects to sail for home the 25th of September. He was very much interested in our equipment and copied most of those parts of our manual not exemplified by the full collection of forms which I had ready for him. Like other foreign archivists, he found it easier to comprehend our smaller set-up than that of the National Archives. Particularly he was interested in my experiences in starting from scratch as he will have to do. He says the archives of Ecuador are in boxes and nobody knows what is in them. Despite the title of his institution, historical archives, and its distance from the principal governmental buildings, he expects to take care of modern as well as ancient records going back to the 16th century. I advised him to familiarize himself with the history of the principal present day departments and told him that the records would present their own classification picture provided he did not lose that picture by premature sorting. We talked at great length of my early procedures. Of course I had nowhere like as difficult a problem as he because our records are all modern. I advised him to make himself useful to government officials by working backwards with the records rather than to try to work at first with the earlier records which will take a long time to handle. I think of all these guests Mr. Merchan got the most out of his visit because he has a concrete problem before him, whereas the others are still in the "if" stage. He was surprised at the number of South American visitors we have had because he said only Chile and Ecuador actually have anything resembling a modern archives. None of the guests had the personal magnetism of Miss Soares, and Mr. Wanderley especially spoke very highly of her.

Staff Work

While we are still working on our major project of the new inventory, the staff has done many other things this month. The inventory work is now at the stage where Mr. Rountree can be released to doing filing primarily. Mrs. Robeson has completed the filing of the "Not for Profit" corporations to date and is now interfiling the corporation index cards. This she should finish within the next week or so, when she will start on the "For Profit" corporations, working backwards to Mr. Rountree. Mr. Rountree is still working on the letter "A". While we probably won't get completely caught up before the next year's reports come over, we shall be more nearly caught up than for several years, and hope this will be the last of our arrearages in this field.

Miss Scheffler is within sight of completing the cataloging of the canal records. She has spent a good deal of time on reference work with Mr. Anderson, the Waterways engineer, so did not complete as much of the cataloging as she had planned. I believe she has four more major series to do yet. As some of these involve large atlases they may take more time than I had thought. The nature of the reference to these records for Waterways work justifies the time

even though they may not be used after present Waterways projects are completed. I myself have been cataloging those U.S. documents on the canal and other Illinois subjects which we purchased a couple of years ago. I had expected to have them done before now, but Mrs. Ishmael's vacation which threw more typing on me and our foreign guests prevented my doing much of my regular work the past two weeks. I hope to finish them before my vacation.

The inventory will take me into the vaults for a week or two, and there are several major series to be revised. Essentially, we believe that we now have inventory control. Next on the program will be bringing the catalog up to date. Our catalog, as you know, is essentially a subject and analytical approach to our holdings, since we depend chiefly upon the inventory for the series or author approach. We shall in the future streamline our catalog by giving detailed information on the main entry card only, referring back to the main entry card for further description. In many cases we shall not even reproduce cards for each series, but refer to the classification, i.e.,

Crininal records
see also
Secretary of State. Executive Department
Crininal records

Land records
see also
Randolph County. Circuit Clerk and Recorder
Land records

Our second next project will be to get a detailed inventory of the General Assembly records we label "Miscellaneous records". These will also be entered in the catalog. At present we can readily ascertain if we have a certain report by going to the files, but we should be able to find out more readily by consulting the catalog. Of course we have already completed this work for a number of years, but have got behind the past fifteen or so years, also have some work to do on the period 1860-1890.

Mr. East has done most of the mail reference work this past month. He has proposed to do some census indexing but has not got very far.

Mrs. McFadden has dropped her census indexing temporarily, partly because she wants to get all the 1953 legislative documents put away, partly because the genealogists have kept our reading machines busy all summer. The indexing will be resumed before long.

Mr. Nowbray completed his summer work with us September 4. He has done good work and has indicated that he hopes he can return next summer. We hope so too. He treated 37° volumes of old leather bound books with "Liquick Leather", taking care of the most used volumes. There are hundreds more to be done. He also unfolded several thousand leases and contracts, and arranged, unfolded and made folders for the administrative papers of the 47th-53rd civil war regiments. This means that about a third of the civil war regiment papers have now been unfolded and arranged.

In view of the typing which piled up during Mrs. Ishmael's vacation and my day and a half absence on account of illness I will not attempt

a more detailed account of the work of the Archives in August. We all kept busy.

Respectfully submitted,

Archivist

State Fair exhibit
19 centennial display

ARCHIVES ACCESSION
August 1953

Secretary of State	<u>Documents</u>	<u>Drawers</u>
Miscellaneous Reports	44	
Vetood Bills	15	
Senate Bills Introduced	56	
Senate Bills Engrossed	41	
House Bills Transcribed & Typed	95	
Senate Resolutions	3	
House Joint Resolutions	13	
Senate Committee Reports	1500	
Secretary of State ies		
Security Department		60
	1774	60

ARCHIVES REFERENCE
August 1953

State Business

In Person

Secretary of State

Corporation Department

Annual Reports 89

Index Cards 59

Court of Claims 14

Executive Department

Executive File 2

Trade Marks 9

Index Department

Deeds 12

Elections 2

Enrolled Laws 11

Securities Department

Closed Cases 2

Registration & Education Department

Professional Licenses 4

Insurance Department

Annual Reports 1

Waterways Division

Canal records 203

General Assembly

Service Recognition Board 35

History State Departments 16

By Mail

Service Recognition Board 92

History State Departments 2

354

Family History

In Person

* Federal Census

1820 1

1830 3

1840 8

1850 13

1860 5

1880 2

State Census

1818 1

1855 2

War Service Records

Civil War 49

Name Index (Phone Only) 42

By Mail

Family History

War Service Records 13

Black Hawk War 1

Revolutionary War 1

Civil War 18

Spanish American War 1

170

History

In Person

Governor's Records

Correspondence 10

Executive Record 4

ARCHIVES REFERENCE
August 1953 (Cont.)

History (Cont.)

In Person (Cont.)

Governor's Records (Cont.)

Pardon Records

Election Records

St. Clair County Board Proceedings

County Histories

By mail

7
4
1
10
5

27

Advisory (exclusive of State Records Commission work including advice on filling out forms)

In Person (Visiting Archivists)

By Mail

County Records Destruction

5
10
2

17

Grand Total

770

ARCHIVES CATALOG
August 1953

Name Index

Cards

Ill. & Michigan Canal

12

Catalog

Series Cards Cards, Other

Illinois and Michigan Canal

3

146

(83 vol.)

Time Books

Stone Books

Illinois River Survey Field Notes

10 vol. added to series previously
cataloged

Adjutant General's Office-----	4
Auditors Dept.-----	33
Civil Service Dept.-----	52
Commerce & Commission-----	3
Corporation Dept.-----	2
Executive Dept.-----	26
Finance Dept.-----	3
Historical Library-----	1
Index Dept.-----	2
Insurance Dept.-----	3
Liquor Control-----	2
Mines & Minerals-----	2
Public Instruction-----	2
Registration & Education-----	32
Supreme Court-----	3
Teachers Retirement System-----	18
Treasures Dept.-----	24
Water Ways-----	1

PHOTOGRAPHIC LABORATORY
August 1953

Photostats

State Library

Archives

Corporation Dept.

Negatives

69

0

40
109

Photographs Negatives 8 x 10 30 x 40 40 x 60 16 x 20

State Library

33

79

2

1

Archives

5

19

Secretary of State

Pub. Relations 199

748

2

Blue Book

6

Supt. Bldgs.

237

852

10

1

12
12

Colored Movies

Publicity

State Fair Antique Auto Parade 700 ft. film

ILLINOIS STATE LIBRARY
ARCHIVES SECTION

Report for September 1953

Accessions.

In addition to the records listed in the statistics, we received additional records from the Securities Department which had not yet been checked in by October 1st.

Departmental Vaults.

Microfilming projects by the Departments of Public Health, Auditor, Registration and Education are continuing.

On September 8 the Auditor's office reported that someone had had access to two of its bays over the weekend and that acid had been spilled on the floor of one bay and the camera put out of order in the other. This was investigated both by us and by the Department and although the Department did not report back to us, we learned via the "grapevine" that the acid had been spilled by a member of the staff (Auditor's) during office hours and our janitors had cleaned it up, but apparently some remained and discolored the floor; also it appeared that the whole affair was an internal personnel proposition and that actually there had been no unauthorized access to the vault. The supervisor of watchmen also investigated and I think his strong talk to the watchmen about the necessity of being exceedingly cautious about violating either the letter or the spirit of the archives rules has had a salutary effect.

The Adjutant General and Attorney General transferred records.

Staff Notes.

Mr. James Mowbray, summer assistant, left September 4. We liked him and his work and hope that he can be reemployed in future years during his college career. He is now at Toronto University.

Mrs. Wanda Ishmael was dismissed as of September 15 but left at noon September 11.

Mr. Rountree submitted to X-ray and other tests for stomach ulcer on September 17 and we are happy to be able to report that his physician says the condition is responding to treatment and that the condition is now under control.

The following took vacations during the month: Miss Norton and Mr. Rountree (2 weeks each), Miss Scheffler and Mrs. Mc Fadden (One week each). On my vacation I visited historic restorations as follows: Old Fort Niagara, Shelburne Museum (Vt.), St. Gaudens Memorial (Cornish, N.H.), Old Deerfield (Deerfield, Mass.) and Sturbridge, Mass.

I attended the last day of the annual meeting of the American Association for State and Local History and all of the meeting of the Society of American Archivists, held at Detroit, being there September 12-15 inclusive. A separate report on this will be sent.

Visitors.

Visitors

Mr. Luis Humberto Merchan Mors, Secretary, National Archives of History, Ecuador, visited the Archives September 1 and 2. Of all our recent visitors I believe Mr. Merchan got the most out of his visit, for unlike our visitors of August, he came with a definite purpose and seeking specific solutions to practical rather than theoretical problems. A modern building is under construction in Ecuador which is to develop into the General Archives of the Republic and serve as the depository for all of the documents, not merely historical records, but also modern records of the various offices. He expected to be confronted with thousands of packing boxes full of records dating from the sixteenth century, now stored in various nooks and crannies, the contents of which no one knows. He wondered where to start. He was very much interested in our experience here, not only in starting the archival work from scratch but in absorbing the vast new accessions resulting from our new building. He said I was the only archivist he had met who had gone through all that and sought my advice. The National Archives at Washington was too departmentalized and too vast for him to comprehend. The size of our building is comparable to his though a larger proportion of his records will be very old. For what the advice is worth, I recommended that he familiarize himself with the history of the various departments so he would recognize the purpose of the documents as they came to light, promising him that they would more or less sort themselves if he had that background. I discouraged his proposal to bring in a number of clerks to start sorting the records, warning him that once the original organization of the materials is lost it is difficult to reconstitute it and telling him that even records in an apparent chaotic condition do have a recognizable pattern. I recommended that he start to work with the more recent records, preferably those of an important office which would actually use the records in its daily work if they were accessible. I made this recommendation, not only because the work would go faster, but because it is essential that he build up for his department the active and continuing support of other governmental agencies. Mr. Merchan was very much interested in our equipment and building layout and took copious notes.

Dr. Etienne Sabbe, archivist of the State Archives at Antwerp, Belgium, returned from the Detroit meeting with me. He was the invited guest of the Society of American Archivists, speaking on business archival institutions in Europe. Since his institution corresponds to a state rather than a national archives, he felt that he wanted to see a state archives in operation. He did not find as much in common as he had expected, I suspect, because the American and the Belgian governmental organization differs. In Belgium as in France, all local archives are subordinate to the central administration of the federal government. The chief problem he has is financial- being a part of the national archives, he takes the leavings, so to speak. He needs a laminating machine, but naturally the national archives has the one and naturally they laminate their records ahead of his, though some of his may be older and more valuable for research purposes. There isn't enough money for enough new equipment, so the national archives again comes first. Of course some of my American colleagues feel the same thing might be true in our being attached to the State Library and don't quite believe me when I say it might be true but just isn't. Of course the fact that Belgium is still suffering from being overrun by an enemy twice does make such a situation inevitable. I was interested

in what he had to say about the Belgian archives under German occupation. He said that the military occupation was rough, but that civilian governmental organization was not disturbed in any way. The Germans observed international law in relation to civil government most scrupulously, retaining all Belgian civil servants. The ordinary taxes were collected and turned over to the ordinary governmental purposes, costs of military occupation being additional taxes. He was subjected to a kind of inspection by two German archivists, "But they were gentlemen, professional archivists, having the international outlook of the academic world - We became good personal friends and they never interfered in my archives in any respect." Which reminded me of the similar experience of Dr. Emilio Re of Italy who got along beautifully with both the Nazis and the Allies in turn. But, as Dr. McCain of the American Commission remarked, that was not because he was dealing with superior persons but because of his own personality.

I forgot to add above in discussing the Ecuador archives, that this institution is supported by the export tax on rice which runs to about 9,000,000 sucre a year (I did not find out what that would amount to). I was surprised that a mountainous country would have such of a rice crop, but Mr. Merchan says they grow most of the rice for South America.

Dr. V.L. Bedsole, archivist of Louisiana State University, also visited us on his return home from Detroit. Louisiana State University being in the same city as the Capitol has been able to do considerable work with state departments in relation to their archives. It functions primarily as the state department of archives and history. The earliest Louisiana records are at the Cabildo in the State Historical Society at New Orleans. That institution is doing nothing with them and is not interested in the creation of a modern archives. So far the state officials do not seem to realize that they need an archival agency, so the University has taken on those functions under an elastic law. I suppose the situation is similar to the earlier Illinois situation when the University called attention to the archival situation through its publication of early Illinois records and secured appropriations for securing transcripts through the Illinois Historical Survey.

Staff Work.

Although the statistics do not correctly reflect it, actually the month of September was a busy month for reference work, both direct and mail reference. Since there was no typist most of the month (only three days) those of us who could type worked on mail and Miss Scheffler did some of the correspondence filing which had piled up. We have almost finished the reorganization work in the stacks - probably only a couple of days' work remaining. We now hope to complete our inventory and to get on with the filing.

Mrs. Robeson has completed more than half of the interfiling of the corporation cards. Mr. Rountree did no regular filing to speak of during the month, but the two of them working on it will help to get caught up within a very few months. Mr. East worked principally on mail reference work though Mr. Cassady also helped some on this. In addition Mr. East wrote index slips for the 1840 Bond county census. This will be good typing for the new stenographer when we get one. Mr. Cassady and Mr. Rountree worked in the vaults most of the time. Miss Scheffler completed work sheets for 87 volumes of canal records but has not typed the cards so this does not appear in the work reports. These volumes have been miscellaneous and take rather longer to do.

Mrs. Mc Fadden has completed putting the General Assembly records away in folders and will resume the census indexing. This latter would have had to stop for most of the summer anyhow because of extended use of the reading machines by patrons.

The working copy of the Kaskaskia records has been received, labelled and filed with the census microfilms on level 3. The original microfilm is in the Film Vault.

State Records Commission

Copies of the new legislation and of the rules and regulations of the Commission were sent to most departments, together with a covering letter explaining the possibilities of retention schedules. Mrs. Ishmael left before finishing the last dozen letters, but I think they went to the most essential places. This was an opportunity to call the attention of new officials to the fact that no records destruction is legal without the approval of the Commission and to suggest that those departments which had been destroying under the prior laws should make applications confirming what they have done and securing approval for their future schedules.

The Commission met September 2.

Staff Meetings.

Staff meetings were held September 9 and 22.

Archives Building.

Henry R. Alexander replaced Richard Shipp as head janitor on September 15, though Mr. Shipp and the other janitors have been retained.

Fluorescent lights have been installed in Bay 18, Level 12, Departmental Vault occupied by the Executive Department. I found Mr. Cassady's memorandum to you on the subject, dated September 24. I have heard that the Department wishes to install more, and presume application for permission will be made to you shortly. It occurs to me that this and other applications for permission to make these departmental vaults more comfortable for departmental vault clerks points up the necessity for an early return of the second floor east end for use of departmental vault clerks for which this room was planned. Presumably nothing will be done before the new State Office Building is completed, but no opportunity should be lost to explain the purposes and plans of the Archives as relates to archival use of the Archives Building.

Respectfully submitted,

MARGARET C. NORTON
Archivist

J. P. Mc. H.
Chase
Chase

SOCIETY OF AMERICAN ARCHIVISTS

Annual Meeting, Detroit, Michigan
September 13-15, 1953

The annual meetings of the American Association for State and Local History and the Society of American Archivists were scheduled on successive days. On looking over the programs it seemed to me that there would be too much overlapping and since our Illinois archival schedule for August had been too strenuous for me, I elected to attend only the last day of the A.A.S.L.H. meeting. Those who attended both were very tired at the end, but there would have been less duplication than I had supposed, and I am now sorry I did not go earlier.

The Ford Motor Company is celebrating its fiftieth anniversary this year and having just opened its new archives at Fairlawn offered to underwrite most of the expenses of the meeting, including publishing its proceedings, provided the program was slanted towards business archives. Henry Edmunds, the archivist, told us that the company had decided that in entertaining such conventions this year they could provide us with meals and transportation for about the same cost as one good cocktail party at a hotel, and felt this was a more dignified thing to do. We certainly were treated ~~EXTRA~~ royally. The hotel did not like not having the meal concession and let us know it in subtle and not so subtle ways - such as charging \$2.85 for the State Archivists' breakfast (a dollar meal in the Coffee Shop), strict enforcement of the 3 o'clock checkout hour (though I was turned down on an offer to pay an extra half day ~~for~~ keep my room until 7 P.M.) There was some criticism of the program committee for an arrangement which provided no chance to dress up for the banquet and for a scheduling the last day which actually made us vacate our rooms before 8 A.M. Masculine planning, easily changed if they had had a woman to think of such things. However, we did have such marvellous hospitality that we feel sorry for the next few hosts to the convention.

The registration was 165, the largest ever. The "meet only in Washington die hards" like Morris Radoff boycotted the meeting, and the Washington people had to pay their own expenses, but there were many easterners as well as westerners present. Many expressed disappointment at the absence of the Assistant State Librarian of Illinois.

Among those present were Winnie Allen of Texas, Robert Bahmer, Frances Bourne, Solon Buck, M.V. Colkett, Sherrod East, A.E. Fant, Victor and Mrs. Gondos, Oliver Holmes, Wayne Grover, Mrs. Mary Lethbridge, Carl Lokke, Karl Trever and Irving Zitmore and others of Washington; William Barrow and William Van Screeven of Virginia, Jesse Boell, Alice Smith and the Kellars from Wisconsin; Father Brown; Chris Crittenden and Frank Burton from North Carolina; Mary Bryan and Mrs. Fortson (wife of the Secretary of State) from Georgia; Lester Cappon; Wilhelmina Carothers (now at the Presbyterian archives at Montreat, N.C.); Marjorie Case from Connecticut; Leon de Valinger from Delaware; David and Mrs. Duniway; the Posners; Lola Homsher from Wyoming; the Lovetts from Harvard (he has just been appointed head of the Baker library to succeed Cole who retires at the end of the year); the Overmans from Akron (with the daughter Anne completely restored to health and grown taller than either parent - a very pretty girl); Margaret Pierson from Indiana; Dolores Renze; the Roys from Canada; Dorothy Taylor (just out from her third hospitalization from anemia in a year); Elaine Stones; Henry Eddy and Henry Young from Pennsylvania. Edna Jacobsen was not there. She has had another operation on her neck and is badly crippled from arthritis - still working, however.

Saturday September 11.

The morning ~~luncheon and afternoon~~ sessions of the American Association of State and Local History were devoted to discussions of practical aspects for the use of television by historical societies and libraries. I wish Mr. Reid could have been present. Presiding at the morning meeting was William G. Tyrrell "Historian, University of the State of New York". The first speaker was Professor Willis F. Dunbar of Western Michigan College who described programs on "West Michigan" which he had directed. Most of his early experience which he described was in radio programs. These included a "Know your city" series of interviews with Grand Rapids and Kalamazoo citizens; "Stories of Kalamazoo" sponsored by a building and loan association and featuring displays of historical objects; "West Michigan at Work" featuring local industries. He gave some very practical suggestions to persons sponsoring radio or T-V programs:

- 1) Watch for simplicity. There is a tendency to put on programs which are too elaborate, too involved, require too much action and too many props. Tend towards greater simplicity and informality.
- 2) Don't start too ambitious a series of programs. At the start there are too many ideas about what to do. Civic groups are all competing for a place on the program at first, but interest fizzles out after a few programs.
- 3) Try to tie up with some local programs already on the air. Decide how your society fits in and how it can share in news, sporting events, etc. by providing pictures and narratives of historic sites. These should be undated, separate skits that can be run in on dull days. News programs occupy good spots, and if you have material ready that can be used it will be used. Otherwise, if you try for a definite specific time for your own program you will hit poor times.
- 4) Afternoon variety programs beamed at women can use much historical material - hobbies, objects from museum with explanation, etc. - short, occasional historical bits, perhaps to use only five minutes or so, will be used. Again, do not ask for your own show - it takes too much time.
- 5) Public services spots on the program, using a picture and a sentence or two with a credit line will be used for fill-ins, and you can usually get on once or twice a week that way.
- 6) Before going to the program directors of your station have definite thoughts in mind - no vague ideas. Pictures can be used, films showing historic sites or highways.
- 7) Dramatics done by amateurs are bad; you will be competing with ~~XXXX~~ professionals and you should not try to do so.
- 8) Discussion programs are good. People are more interesting than objects. Interesting people can hold audiences. Don't be elaborate and keep your interviews human and informal. Rehearsed things don't get across.

Dr. Erwin C. Zepp who was to talk on "The Ohio Story" did not arrive. I don't know how they would have crowded him in but several people expressed disgust with him because he has promised to speak before and simply stayed away without apology. Professor Marvin Rapp of Buffalo State Teachers College presented a TV program on Old Fort Niagara which had been put on at small cost. He ran, for our benefit, a sound recording and a movie to give us an idea. He also gave us a copy of the script which I later lost. It was of interest to me when I later visited the place, but I thought the production rather poorly done and superficial. This had formed part of a series of TV programs on the history of the Niagara frontier which ran for three years, the theme being "History Begins in Your Own Backyard". They used two types of programs - simple "how to do" things like how Indians made arrows; and things in the commercial film area like the "Birth of the Great Lakes"

To give this last a local slant they put the film on as a silent movie with local commentaries. The December 7 program was supposed to represent the reaction of a man listening in on the December 7, 1941 radio program with use of rebroadcasts plus his reaction. For Lincoln's birthday they used the Encyclopedia film on Lincoln but cut the film and used stills to show when he came to Buffalo; also to tell that the Lincoln day celebration started there. They also use diorama that can be transported, do much with models, maps, slides, drawings, etc. One program they used a dummy and a boy ventriloquist, another they used puppets.

There was considerable very interesting discussion from the floor. It was generally agreed that with ingenuity any institution can work out entertaining TV programs which will reach people who would never go to an historical museum. One man rather gauged audience reaction by the number of comments received by people who spotted anachronisms. The most successful programs seemed to be those where an expert took some one museum article to the studio and commented interestingly about it. Cleveland frequently gets on Maggie Earnea talks to women program as guest stars.

The noon meeting had two papers, "The Detroit Program for Educational Television" by William E. Stirton of Wayne University, and "Present Status of Educational Television in America" by Ralph Steadle, executive director, Joint Committee for Educational Television. Mr. Steadle's talk was most interesting to me because I had not had a clear idea of the TV channels for education program. 242 channels have been reserved for education. By April 1952 47 applications for such channels had been made and 20 approvals to build stations. Los Angeles and Houston are on the air now; St. Louis, Pittsburgh, Jacksonville, New Orleans, Urbana, Chicago, Boston and Seattle will be the next. Mr. Steadle pointed out that these channels will be without meaning unless the programs are worth while. They must be based on the needs of the community, of course. Much experience has already been had by colleges and historical institutions such as those represented in the morning's session. He pointed out that the field of entertainment is limited - there is a limit to the number of times people will tolerate seeing Fibber Mc Goo open his hall closet - but, on the otherhand, the market for ideas is without limit. Above all, do not underrate the intelligence of your audience. Radio's experience with serious music proves that there is a field for popular educational programs.

Dr. Stirton said that the adult educational program in Detroit is supported by all civic institutions. The Board of Education applied for the channel and it was first planned to allow free time to each group. It was felt that the stakes were too high for possible failure, so a general committee representing every group was organized. The committee appoints a board of trustees, made up not of educators but of responsible citizens. This lay board was incorporated and applied for the channel. There is an operating committee with one representative for all museums, one for the libraries, 1 for the colleges, etc. There are 1,100,000 TV sets in Detroit and an estimated 300,000 audience for each program. It is estimated that 41% of the audience sees the educational channel programs. The New York estimate is for 2½ hours per day for an adult and it is thought that the average Detroit youngster spend 25 hours per week in front of a set. Three commercial studios cooperate with this educational group, providing a transmitter without cost to the institutions except for operating expenses. It is not legally possible to use tax money for educational TV and this problem

financial support has not yet been completely solved in Detroit. They hope to go on the sir full program next year. In closing Dr. Stirton warned us not to get too involved, don't attempt to do too much, don't neglect the necessity for a chance of emphasis to contrast serious with light programs, etc.

The afternoon was devoted to sightseeing. The group assembled at the Detroit Historical Museum and then was sorted as to what we wanted to see. I elected the Detroit Historical Museum Branches and with three other women we were taken by staff car to the Fort Wayne Military Museum and the Museum of Great Lakes History. Fort Wayne is a well done restoration of the old fort at Detroit, looking like all other early forts. It was in use actively until past the civil war when some of the buildings and I suspect most of the present fort came into existence. It is still on a military reservation. The Museum of Great Lakes History is a small maritime museum at present housed in a World War I wooden ship which lends atmosphere. This ship is going to pieces rapidly because of dry rot and will shortly be replaced by a modernistic building on the shores of Lake St. Clair. I fear it will have little character and no flavor. This was rather tame after having visited the very fine maritime museum at Mystic, Connecticut two years ago. Upon my return to the hotel I found that the Detroit Historical Museum across the street was still open, so I went over for an hour and a half. I wouldn't tell them so, but I was very much disappointed after the build up it has had. Most of the building is given over to displays very much in the style of the Chicago World's Fair. In the basement, however, is the first of their "Streets of Detroit" exhibits. This ~~XXXXXXX~~ depicts a cobble stone street of the late 90's, with gas street lights and store fronts of various kinds, with a appropriate window displays. One can really get the illusion of wandering down the street window shopping on a quiet evening. Mr. Frost who did the diorama for our State Museum has gone there to do similar work, but they said he had done everything else but so far. The diorama they have at present are rather crude things formerly used as store window displays, on the order of those the Springfield Marine Bank ran during its centennial, though not nearly so well done.

Sunday, September 13

Sunday was devoted to joint meetings of the two societies. We were taken by bus to Ann Arbor in the afternoon. I spent the morning in the very fine Art Institute. Our hotel was strategically located. It is on one corner and the other four corners of the intersection are occupied by the Art Institute, the Public Library and the Detroit Historical Museum, respectively.

At Ann Arbor we first visited the Michigan Historical Collections. They had an interesting display of manuscripts, but the crush in the tiny rooms prevented one's seeing anything. We were then taken to the Clements Library where the Manuscript Society (formerly Society of Autograph Collectors) held an open meeting on manuscript prices. I intended to attend this meeting but got involved with people who came up to visit with me and missed out on it.

Upon our return to the Park Shelton we were served a smorgasbord supper, after which I attended two committee meetings and a party (nominating committee and an informal committee on standards for archivists)

Monday September 14.

Monday morning 9 to 10 A.M. was scheduled for a tour of the Detroit Public Library. Most of us spent all the time in the Burton Collection. The detailed cataloging and descriptive lists won the navy of all. We were particularly interested in the display boxes especially designed for the care of particularly valuable documents. These were pasteboard boxes about the size of and with rounded backs of varying sizes, most of them I should say about 18 x 24 inches and 3 or 4 inches thick. The top (one of the large sides) opened and into this box were fitted several cardboard containers about 1/2 inch thick, with a cut out or a flap so this could be removed from the larger box. A cut out on the face of the cardboard the exact size of the manuscript permitted the manuscript to be recessed in such a way as to prevent contact with the cardboard on which it was superimposed. When the document was needed for exhibit purposes there it was already mounted and ready to remove from the larger box. This is of course an expensive way to store manuscripts, both from the point of view of space and cost of the container, but a practical way to secure maximum protection of the documents.

The morning session was held in the children's room of the library. Dean Posner presided. Librarian Ullrich gave the address of welcome. He pointed out that it was appropriate for the Detroit Public Library to act as one of the hosts for the archivists because that institution is the legal custodian for the archives of the city of Detroit and in fact most of the important records of the city are actually in its building. Also the library is building huge collections on automotive history. Among these are the Charles E. King collection on early automobiles in Detroit (King having built the first and his records forming the nucleus of the collection); a collection of records of the only early body designing school; the Cave collection from Hartford on the transition from custom built to mass produced cars; the Decameron Peck collection from Evanston comprising 11 1/2 tons of material and a large collection just coming in from St. Louis. So far the library has collected chiefly in the field of American automotive history but is now also collecting in the European field, particularly with respect to European factories owned by American capital.

Dr. Van Schreeven reported on the International Congress of Archivists held at The Hague last June. The American delegates were Van Schreeven, Berkley and Barrows. There were 400 registrants. 4 minor changes in the constitution were made and the dues were raised. Dr. Graswinkle of Holland was elected president. The 1956 congress is to be held in Florence. It was decided to work on a universal bibliography on archives and ~~XXXXXXXXXXXXXXXXXXXX~~ a guide to international archives. As in the 1950 conference, the meetings were given over to reports on questionnaires which had been circulated and the summarized replies printed in French and English and supplied to delegates. Dr. Hardenberg of the Netherlands discussed uniformity of archival terms, stating that there is at present no general agreement on terminology nor uniformity of practice. The council established a committee on uniformity, to report to the next congress. Dr. Tionne, director of the National Archives of Belgium discussed archives and documentation - the relation of the archivist to reference duties. All replies indicated a belief that the archivists should participate in research as well as reference guidance and that published guides and inventories are needed. Belgium has the best. France has published 900 inventories. It is the first duty of the archivist to have inventories. A card catalog is desirable but impossible to achieve. Name, place and subject indexes are desirable. The archivist should have finding aids not only for his own collection

but should also know where there are other collections, especially such as supplement their own resources. Lists of research projects should not be divulged unless to prevent duplication of effort. (This is contrary to the American practice of publishing lists of doctoral dissertations and other research projects in progress). It was the consensus of opinion that an information center exceeds the work of the archivist and is more properly the work of the librarian. Dr. Van Schreeven was not specific as to what he meant by the term "information center" but apparently was talking about collections of printed documents comparable to our Illinois Documents Department. Naples brought out the close connection between archives and art - illuminated manuscripts in libraries, seals, maps and drawing, and the use of archival materials in documenting art. Dr. Perneaux of the Archives Nationales of France discussed historical museums of records & exhibits. European archives usually use very large permanent exhibits but are now tending towards smaller groupings. The problem of deterioration of documents in exhibits was discussed. Europeans use curtains, artificial lighting, etc. No European country has anything so elaborate as the care of the Declaration of Independence, etc. at our National Archives. European archives generally charge a small admission fee to exhibits but waive this for school children. France has an elaborate educational service, with three persons cooperating with educational institutions in opening archival materials to students and interesting them in such materials. It provides facsimiles for use of schools and even allows school children to handle records. Some one from the British Public Records Office discussed the training of archivists. The higher staff are required to hold high honors in history, law and Latin and serve a two year probation. The University of London gives a two year training course for local archivists. The second year is spent in an archival agency compiling inventories. A diploma is issued on completion of the course. Outside of England the usual requirements are an A.B. degree with some specialized training at the national archives or courses in archives and history at some such institution as the Ecole des Chartres of France. In West Germany there is an archival school at Munich, entrance to which is limited to officials. It requires a university ~~XXXX~~ degree. It was the general opinion that the archivist should hold a university degree plus specialized training in an archival school or in service training. There was also discussion of domestic and international lending of manuscripts and archives, a common practice in Europe. Loans are made to individuals like interlibrary loans of book. All countries will loan for exhibit countries. The Freedom Train is the nearest Americans have ever come to that. In the U.S. microfilm copies make loans unnecessary. Europeans are skeptical of microfilming, claiming that nothing can take the place of the original and use microfilms very little. Dr. Van Schreeven reported also on various social events and tours.

In the discussion which followed Dr. Grover and Dr. Posner brought out that actually there have been few losses through loaning of manuscripts in Europe. They are sent through the mails, never by air or by boat. Dean Posner said that his European experience was that loaning of manuscripts was a headache all around and he was glad Americans have never gone in for this.

Dr. Etienne Sasse, archivist of the State Archives of Antwerp discussed the Preservation and Use of European Business Archives. He read an English translation of his paper and we admired his courage in speaking in a foreign tongue. Although I was able to follow him, I had to pay too close attention to be able to get notes. This was an exceedingly fine discussion of what Europeans are doing to preserve the history of business

not only old but modern. This paper will appear in an early number of the American Archivist. Did Dr. Sabbe remind you of our friend Dennis Dooley as he did me?

Following the morning session buses took us to the Dearborn Inn for luncheon. Dr. Raymond C. Miller of Wayne University presided. Dr. Ralph Hidy of New York University spoke on "Business History in the United States" a talk ~~XXXXXXX~~ paralleling Dr. Sabbe's for Europe. There have been a number of histories of companies published from time to time, usually in connection with an anniversary. These were usually done by public relations men or journalists, seldom by trained historians, and usually give a factual interpretation of managerial history. The first academic institution or library to go in for collecting business history was the Baker Library of Harvard, and Professor Emeritus Gras and Henrietta Larson have served as deans of business history. Among the publications sponsored by the Harvard School of Business have been the Harvard Studies in Business History, Larson's Guide to Business History and the Bulletin of Business History. He also discussed some of the problems of writing business history - problems of quality, contact with companies and the limitations to one company. Little has been done in the study of business history in its broader aspects - for instance, the history of an industry, the interrelations between business and government on the local level, the small business man and the middle sized business, the cause of failures, etc. Many companies now have their own archival establishments, starting with the Mc Cormick Historical Association which was primarily a family affair and folded when the younger generation lost interest. The Lexington group (people interested in railroad history) etc. was touched upon lightly.

Monday afternoon was spent at Fair Lane the new Ford archives. There we toured the building and grounds and were received at a reception by William Ford, one of Edsel's sons, representing the company. Fair Lane was the Ford home. It is a large stone house which has been cleverly adapted for archival use. The two story stacks are in the old swimming pool and the large basement storerooms are also used to house records. In each room is a picture of the room as it appeared while the Fords lived there. Somehow they have managed to retain the flavor of the home (which was a very liveable place) while providing adequate exhibit, reference room and office space. The exhibit hall occupies the old billiard hall also the huge entrance hall; the reference room is in the old living room, the library the original library, the conference room was the dining room; on the second floor the oral interviews transcribing room occupies the Ford bedroom and the director's office was Edsel's bedroom. Other offices occupy the various guest rooms and miscellaneous room. The Ford archives except those relating to current projects are open to any authorized or serious researcher, probably the most generous gesture by any company. The unique feature of the archives is the gathering of tape-recorded guided interviews with people close to Ford in the early days of the company. The persons who were close associates of Henry Ford include his friends, business and social acquaintances and domestics, who knew Ford as a man not as a legendary figure of American industry. The second group includes those who held positions of responsibility within the company or whose long service allowed them to observe the full sweep of Ford history. They range from men on the assembly line to directors. After the recordings have been made they are transcribed, edited and typed up in books. I asked if they did not keep all the recordings and they said no, not unless that voice was that of a person very close to Ford, such as his sister, or a very important man in the ~~XXXXXX~~ company or a discussion

of a controversial issue. Even in the latter case an attempt is made to reach a conclusion as to what actually happened and record that. Some of us felt that all this editing was rather questionable practice and apt to be slanted too much. After all, the persons doing that editing are employees of the company and hardly unprejudiced.

We were taken by bus to the Dearborn Inn again where we were again guests of the company for our annual dinner. The speaker was Allen Nevins and his talk was on "Changing Concepts of History." I have heard him speak several times on the same subject and did not find it of sufficient interest to take notes.

The following officers were elected: Wayne Grover, President; Ernst Posner, Vice President; Henry Edmunds (Ford archives, Dearborn), Secretary; Wm. Overman, Treasurer; Council Member, Leon de Valenger nominated from the floor vice Emmett Leahy nominated by committee on nominations. Dolores Renze submitted a resolution requesting the president to appoint a committee on certification for archivists but her wording was vague and she refused to elaborate on it so Wayne Grover got up and said he would be glad to talk with her about it though he saw no particular point; the resolution was voted down.

Dolores and Leon have a strong feeling that there are too many people being appointed archivists, especially in the states, who are not qualified and that the Society of American Archivists should set up some standards and perhaps an institute of acceptable archivists. About a dozen of us were asked to Mrs. Renze's room the night before to discuss this and she had of course a file of letters. I suggested that the National Association of State Libraries had been talking about the same problem for years and only succeeded in alienating the support of state libraries headed by politicians; I didn't think that the Society was in a position to take an effective hand in the matter; that an institute would probably either blanket in a lot of present persons or else limit the number to people whose long service would not make the honor mean anything but an honor. I suggested as a substitute that the Committee on State Archives be requested to collect data on what has already been done in the matter of establishing standards through civil service schedules. Leon took violent exception to everything I said and felt the time has come for the Society to take a stand on the subject of qualifications for archives. Attached is a copy of the letter which Mrs. Renze sent to Dr. Grover after the meeting which seems to me to be a rather fair statement of the present status of discussion. Just what has excited Leon de Valinger so greatly I do not know, but it was obvious that there had been campaigning to get him on the Council. While I am not at present sympathetic to the attempt to classify memberships in the Society, I aim to keep in touch with the developments.

Tuesday, September 15.

The State Archivists held a breakfast meeting at which reports of sub committee were read. Perhaps the most valuable was Mrs. Bryan's report on recent archival legislation. She has promised mimeographed copies. Dolores Renze reported on a questionnaire about the application of microfilm to court records. I was surprised at the number of states which are substituting microfilms for originals, even in the case of supreme court records. I am sure the Attorney General would fight that proposition here. Probably I am too conservative, but I dislike the idea that all records will be kept in microfilm form in the future.

We were given our choice of visits to the Ford Rouge plant or to the Henry Ford Museum and Greenfield Village. Unfortunately I signed up for the latter, though I did enjoy the Ford Museum. I thought only the men would go to the Ford plant, but everyone liked that better.

The luncheon meeting was held at the Clinton Inn in Greenfield Village, with Robert Bahmer, deputy archivist of the United States presiding. Mr. W.E. Tooham gave a most interesting description of the records program of the Pacific Telephone and Telegraph Company. At first his company's archives were confined to original documents signed by the president, later, after he had had to delegate authority, the term was applied to any documents executed by an officer of the company or any document certified by a secretary no matter who signs it. The archives comprise the charter, by laws, regulatory committee matters, ordinances, franchises, licenses and permits, deeds, bills of sales, leases, issues of company securities, tax papers, merger records. The archivist's responsibility is to see that such documents before being filed away are properly executed, dated, notarized, sealed, recorded, etc. The archivist must know which of these apply to each record. He furnishes the auditor copies of any document concerning payments to or by any department. Each document filed is entered in the archival register in chronological order and the file is indexed by subject. Note is made of retention periods and it is the archivist's duty to notify a department when anything has to be done about a document - as renewal of leases, expiration of contracts, etc. Many documents are charged out before being received by the archivist and most documents being attested while going through the hands of the secretary she notifies the archivist to watch for the return of such documents. 105,000 documents are filed annually. All documents are earmarked with an expiration date and none retained longer than necessary or placed in inactive files as soon as they are inactive. The repository in brief is the place where the record of the corporate entity is kept and where there are recorded what the company is required to do, its rights, what it owes and is the final checking point for the completion and place whence departments are notified as to what is to be done. Systematic destruction of records is placed so that there can be economical storage of the records to be retained. The retention schedules indicate how long records are to be kept in departmental files, how long in active archival files, and reports are made to the archivist after destruction. Cost accounting showed that \$26.85 was saved whenever a file cabinet was emptied into a cardboard carton, but their saving proved to be only \$23.20. They have 4 record centers, each operating independently, housed on standard steel shelving on six sizes of cartons. Considerable thought has been given to the protection of the company's vital records in an emergency. Storage space remote from the records centers has been provided. Vital records have been microfilmed, and the films sent to that special storage. Since the microfilms cannot be used in microfilm size they have set up microfilm enlargement centers equipped for making enlargements. These are fully equipped and paper and chemicals kept up to date and trained personnel on the job ready for any emergency.

The afternoon session was held at the Henry Ford Museum Theater with Robert Lovett of Harvard presiding. Oliver Holmes gave what I considered the outstanding paper of the meeting, on Business Archives in the United States. As is apt to happen when one is particularly impressed by a paper, my notes, taken in the darkened auditorium, and almost illegible, so for this address you will have to wait for the published account.

The last speaker was Miss E.C. Devereux of Leahy & Co. She is one of the staff of the National Records Council who left that non-profit organization to set up a commercial records management company. She pled for a meeting of minds between archivists and records management people. She said she felt that too much emphasis has been placed on the negative side of records management, that is, on the destruction of records and not enough on the profitable results to business of sound records making and keeping. The Business records center in New York set up to provide centralized records storage for the records of small companies - 60 are at present using its facilities - has demonstrated the need for records programs for larger companies. It has been estimated that it costs American business and government 35 billion dollars or 10% of our income each year to create records. In selling its services to companies Leahy & Co. talk only in terms of dollars, forecasting the dollar return to the company. Of course other benefits result. For instance, Monsanto Chemical Co. bought the program which produced their first cash book and turned up a bill of lading for which it had been searching for eight years. She mentioned the rival companies - Records Control, Records Engineering and the Records Council and feels that there is room for all but under the present rivalries too much talent is wasted which might better be directed to a common end. Ford, she said, has saved 15,000 square feet of space by converting to the proper equipment, U.S. Steel, both using no outside consultants, has saved 120,000 cubic feet of storage. The chief benefit of records control, however, is not saving of space, but records service - companies using such plans can find their records when they need them. Miss Devereux said the techniques employed in records management are simple but the work is hard. The first step taken is to inventory the records, just as an archivist does. It is necessary to get decisions quickly or you lose control. Next the inventories are summarized to show in brief what each company has, how much and the inclusive dates, the laws and precedents, and, foremost, the use to which the records are put. The best reason for preserving a record is the fact that it is used. Because each company differs as to the present and potential use of its records it is impossible to use a "canned" retention schedule applicable to all similar records in all companies, though of course experience often points to a similar pattern of use. Next the records management man goes over the records with each department head, avoiding committees. Then he consults the comptroller, the lawyer and then the executive as to the policy of the company. In determining which records should go to a records center they deem that one reference to 2000 documents in the file per year or one file drawer opened once in six months is a safe rule. The development of facsimile transmission will permit the transfer of even current records to the records center. It is in the center itself that most money is saved through savings of storage space and in the insistence on getting the information wanted. Usually the information needed can be given over the telephone; facsimile transmission will cut down on the removal of records in the 20% of calls where the document must be seen. More records come into the centers after a year or more because records under such control can be found sooner than by the office file clerks. Doesn't this sound rather like our own Illinois archives? She called attention to a report soon to be issued by the Research Institute of America on records management.

No one seemed to know just what Ed. Leahy is "up to." He withdrew from the non profit National Records Council and formed a company of

his own to give records management service. As Herbert Kellar says, "Ed is either an opportunist out to make big money, or he sees something bigger and more comprehensively than the rest of us, and I have a hunch it is the latter." Reading between the lines of Miss Devereaux's paper and remembering his recent reports to the effect that microfilming costs more than most people think as compared to storage, I think Mr. Leahy has become alarmed by the current trend towards substituting microfilm for originals. He has an "in" with the Hoover group now working on governmental reorganization. I don't know whether there is any connection between that and newspaper rumors about Records Engineering and the federal records. I listened but learned nothing and I suspect the same was true of others at the meeting. Mr. Zitmore told me that Governor Stratton told them that he did not think the time was ripe for a records management program in Illinois - too many new officials and that he did not want to do anything until all the state officials would go along in the program. I replied that I had not discussed the matter with the Governor or his staff but had assumed that the Governor was interested in getting his legislative program through and in getting the new office building, in this his first legislative year. He did not ask questions and I did not discuss the Illinois situation with him.

ARCHIVES ACCESSION

September 1953

	<u>Volumes</u>	<u>Drawers</u>
Registration and Education Department		
Nurse Qualifying Applications		11
Registers and Ledgers	160	
State Historical Library		
Illinois War Council Records		6
Agriculture Department		
1950 Agricultural Statistics	<u>160</u>	<u>5</u> <u>22</u>

**ARCHIVES REFERENCE
September 1953**

**State Business
In Person**

Secretary of State	
Corporation Department	
Annual Reports	108
Fee Books	2
Index Cards	104
Correspondence	3
Executive Department	
Commissions	2
Notary Bonds	2
Index Department	
Deeds to State property	2
Enrolled Laws	20
Elections	4
Securities Department	
Closed Cases	4
General Assembly	12
Registration and Education Department	
Real Estate Brokers	3
Embalmers	1
Service Recognition Board	3
Waterways Division	
Canal Records	31
By Mail	
Service Recognition Board	73
State Records Commission	1

375

**Family History
In Person**

Name Index (Phone calls only)	40
Civil War	30
Spanish American War	4
County Histories	3
Census, U.S.	
1840	4
1850	6
1880	8
Census, State	
1855	4

By Mail

Family History	30
Civil War	30
Spanish American War	2
Black Hawk War	1

142

History

In Person

General Assembly	14
Executive Records	2
County Records	5
Miscellaneous	5

By Mail

3835
Grand Total

578
577

Advisory

Actual Indexing

In Person

4

ARCHIVES CATALOG

September 1953

Name Index

None

Catalog

None

DEPARTMENTAL VAULT ADMISSION

September 1953

Adjutant General	9
Architecture & Engineering Division	2
Attorney General	1
Auditor of Public Accounts	33
Civil Service Commission	56
Commerce Commission	5
Corporation Department	4
Court of Claims	2
Executive Department	28
Finance Department	4
Insurance Department	2
Public Instruction Department	2
Registration and Education Department	38
Supreme Court	2
Teachers' Retirement System	23
Treasurer	18
	<hr/>
	229

PHOTOGRAPHIC LABORATORY
September 1953

Photostats

Negatives

State Library

65

Archives

4

For Historical Library

354
423

Photographs

Negatives

8 x 10 pr.

11 x 14 pr.

State Library

14

63

Public Relations

4
18

74
97

4
4

ILLINOIS STATE LIBRARY
ARCHIVES SECTION

October 1953

Accessions

Accessions have continued heavy during the past month. I know of nothing else to come in the near future except the Annual Reports of Corporations due in November or December. We have all new accessions arranged in the vaults although labels have not been completed nor have we completed the new inventory entries. New equipment now on order, particularly sliding shelves, will call for a rearrangement of certain bays. New bay and level labels are being prepared for us by the Technical Department.

Departmental Vaults.

The Adjutant General has filed more of the Illinois National Guard service Records.

The Governor's office placed their confidential correspondence regarding pardons in their vault. This is the first time they have used their Departmental Vault. This is the bay for which Dr. Sagen has asked. Miss Gaines, in charge of these records, feels that these records should be restricted and that they should not come into the Archives proper.

Staff Work

Although progress has been made, none of this year's major projects has been completed. Most of Mr. Cassady's and Mr. Rountree's time has been taken up with the accession work and reorganization of the vaults. There are still a number of labels to be typed and I have some reorganization of certain files which I need to do myself whenever I can find the time. My own time was chiefly occupied with typing. Mr. East has typed his own letters but the bulk of the typing, especially of letters which I would normally dictate has fallen on me. We hope that a competent stenographer will soon fill the staff vacancy.

Mrs. Robeson has completed the interfiling of the Corporation Index Cards. She is now working on the letter "H" of the Annual Reports, while Mr. Rountree has filed letter "B". 1949 and 1950 reports are unfilled for the letters C-H; 1950 reports only are unfilled for the letters I-Z. With the release of more of Mr. Rountree's time for filing and with Mrs. Robeson filing too, we hope to get caught up in a few months.

Mr. East continues to do most of the mail reference, with an occasional boost from Mr. Cassady when the genealogical work begins to pile up. We have had heavy calls from the Corporation Department for this time of the year, largely because of new personnel in that office.

Miss Scheffler is continuing the cataloging of canal records. She is now working on a group of records listed in the transmittal

inventory as "Miscellaneous" but actually most of these have to be fitted into other classifications. Most are difficult to describe. Her typing on these cards is incomplete and does not show in this month's statistics. At present she is checking in 1950 and 1951 highway maps.

During staff absences when I have been tied to my desk in order to have the office covered, I cataloged the Congressional documents relating to Illinois government purchased a couple of years ago.

Mrs. Mc Fadden is indexing the federal census for Cook County for 1850, Mr. East the 1840 federal census for Bond County and the 1925 State census for Randolph County.

During the month I revised the section of the staff manual on the duties of the Clerk-Typist. Copies will be typed for the various copies of the manual when we get a typist. One copy was filed with Mrs. Curran. I am making notes for a revision of the section on the care and operation of the archives vaults.

I submitted a review of the new pamphlet on Georgia archives laws for publication in the American Archivist. This work was done on my own time.

Visitors.

High school classes from Parkville, Aurora and Pekin visited the Archives. The group from Pekin was the advanced civics class and as their teacher, Mrs. Stucki had written ahead for an appointment I gave them some time, bring out some of our treasures for them to examine.

Mrs. William Kurth, an assistant in the Iowa archives spent a half hour here on October 5. She was driving through with her husband who was impatient to be on his way.

Secretary of State Carpentier spent about half an hour in the Archives on October 28. He was surprised at the size of the institution and has promised to come back soon when he will have more time for a more detailed inspection.

Miscellaneous Notes.

Mr. ~~Alexander~~ succeeded Mr. Shipp as head janitor and Mr. Louis Halverson another janitor was dismissed as of November 1.

Council meetings were attended on Oct. 6 and 15; State Library Staff meetings on October 13 and 27.

The State Records Commission met October 7.

New archival literature is being placed on the west table in the Archivist's reception room as soon as received, so that staff members can be apprised of new developments in the field. The materials may be charged out for over night or for week-ends.

President Grover of the Society of American Archivists has appointed a special committee consisting of past presidents of the Society under the chairmanship of Dr. Buck, to consider Mrs. Renze's resolution calling for a study of the standards for archivists. Personally I should like to have this committee collect information as to civil service or other standards already set up for archivists and archival assistants. Knowing the chairman as I do, however, I suspect the report will be the usual rejection of the proposals which have been made from time to time for setting up an institute of archivists within the Society. I should appreciate an expression of opinion as to what should be done to raise the standards.

State Library staff committees active during October, on which archives staff acted:

Exhibit: "Just Sports" - Theodore C. Cassady

" " "Man's Right to Knowledge" - Alvin Rountree

Film Pre-view: "Health and Safety" - Anna Margaret Robson

Social Committee for Cook-Out and Christmas party: Emma Scheffler, co-chairman.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS
October 1953**

Documents Drawers Volumes

Secretary of State

Securities Department

Closed Cases #5137-6880 307

Statements of Trust Financing
#50,900-51,999 1,099

Index Department

Deed Records 21
(3 cases)

Liquor Control Commission 17
(3 x 5 index cards)

Governor

Correspondence re Restorations to
Citizenship, 1945-49 3

Illinois State Historical Library

Council of Defense (Illinois War Council)
(1 folder, 330 cards) 2

**Department of Public Works and Buildings.
Division of Highways.**

Highway and Transportation Maps,
1950, 1951 273

Department of Registration and Education

Ledgers and Registers 21

Applications:

Physicians and Surgeons

	17	
1,702	374	21

ARCHIVES REFERENCE

October 1953

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	97
Index Cards	114
Correspondence	2

Executive Department

Requisitions for Criminals	3
Notary Bonds	5
Trade Marks	7

Index Department

Deeds to State Property	4
Elections	4
Enrolled Laws	24

Securities Department

Closed Cases	2
--------------	---

Auditor of Public Accounts

Reports	3
---------	---

General Assembly	16
------------------	----

Registration and Education Department

Real Estate Salesmen	3
----------------------	---

Service Recognition Board	4
---------------------------	---

Waterways Division

Canal Records	3
---------------	---

By Mail

Service Recognition Board	95
---------------------------	----

Southern Illinois University	3
------------------------------	---

ARCHIVES REFERENCE

October 1953 (Cont.)

History

In Person

Blue Book	3	
By Mail	7	<u>10</u>

Family History

In Person

U.S. Census

1840	6
1850	11
1880	7

Name Index (Phone only)	40
-------------------------	----

War Service Records

Civil War	31
Spanish American War	3

County Histories	5
------------------	---

By Mail

Family History	30
----------------	----

War Service Records

Civil War	12
-----------	----

Spanish American War	2	<u>147</u>
----------------------	---	------------

Advisory Service (exclusive of State Records Commission)

Archival Technique

By Mail	7
---------	---

County Officials

By Mail	1	<u>8</u>
---------	---	----------

Grand Total

544

ARCHIVES CATALOGING
October 1953

Name Index

Congressional Documents

11

Perrin Collection

60

71

Catalog

Congressional Documents Relating
to Illinois
To Canal

Series 2d Cards Cross Refs.

40

207

7

83

47

290

4

4

DEPARTMENTAL VAULT ADMISSIONS

October 1953

Adjutant General	6
Architecture and Engineering	2
Auditor of Public Accounts	34
Civil Service Commission	42
Commerce Commission	2
Corporation Department	3
Court of Claims	2
Executive Department	24
Governor	1
Superintendent of Public Instruction	1
Public Works and Buildings Dept.	1
Registration and Education Dept.	35
Teachers' Retirement System	15
Treasurer	24
Vital Statistics Division	1
Waterways Division	<u>1</u>

194

PHOTOGRAPHIC LABORATORY

Report for October, 1953

Photostats

Negatives

State Library

71

Archives

10

Drivers' License

2

Corporation Dept.

78
161

Photographs*

Negatives 8x 10 pr. 6 x 9 pr. 4 x 5 pr.

Public Relations

4

4

Blue Book

6

33

5

Drivers' License

1

4

11

37

5

4

* 10 requisitions from Secretary of State's office returned to Laboratory for signatures

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

Report for November 1953

Accessions:

The flow of accessions which has kept up all year has finally slowed down to a trickle, except for the 1952 Corporation Reports which will be coming in shortly. I know of no major transfers pending. On counting our accessions we find that in the last six months alone, we have received 1,074,315 documents, 307 volumes and 915 ~~sets~~ of microfilm. No wonder we have had a difficulty in keeping our inventory records up to date.

Departmental Vaults.

The Finance Department was the only Department transferring records to a Departmental Vault.

Staff Work.

Some minor readjustments were made in the vaults by Mr. Cassidy, Mr. Rountree and myself. There is perhaps a week's work for me in the county records files, some relabelling to be done, some small rearrangements of materials to go onto the sliding shelves now on order, and a final checking of the Shelf List. That will complete our new inventory. Next, I aim to get at last temporary cards into the catalog for all major series. The vaults have been "policed" as Mr. Rountree called it, to give them a completely orderly appearance. New bay labels (white on green) have been supplied us.

Miss Scheffler has made work sheets on 280 Highway Division Maps for 1950 and 1951 but has not yet typed the cards. She did some typing of letters in the absence of a Clerk Typist. She has also placed a new exhibit, described below under that heading.

Mr. Cassidy is continuing the making of descriptive notes for the Adjutant General's Civil War Service Records. He completed 60 volumes which I hope to get typed into catalog form within the next few weeks.

Mr. Rountree and Mrs. Robeson are spending most of their time on the Corporation Reports filing. Mrs. Robeson finished the letter "H" and started the letter "G." Mr. Rountree is working in the letter "Ce." They hope to finish filing the 1950 and 1951 reports for the letters C - G before the 1952 reports come over. Mrs. Robeson is also replacing worn out folders and dividing folders where necessary. That work was neglected for the several years we have been behind with the Corporation filing. She has also filed several thousand index cards.

- 2 -

Mrs. McFadden is continuing the indexing of the 1850 census and is now working on Cook County. Mr. East indexed the 1825 Randolph County State census. The latter has not yet been typed. I have been working on an index of the account volume of the Territorial Treasurer. Mr. Scott wrote index slips when he was here several years ago but his work was so inaccurate that I am doing it over.

Mr. East continues to do most of the mail reference, with occasional assistance from Mr. Cassady. The character of the Service Recognition Board correspondence is gradually changing and more letters cannot be answered by form letters but require an individual reply. The latter letter I have typed myself.

We were without a typist from September 11 to December 1, but with the appointment of Mr. Quonn to the vacancy we hope to get more production from the professional staff.

Exhibit.

Miss Scheffler has placed a new exhibit in both the museum and second floor lobby cases. Two portfolios of Indian paintings were used: American Indian Paintings, compiled by O. B. Jacobson and Jeanne d'Ucel, Nice, France, 1920; and Sioux Indian Paintings compiled by Hartley Burr Alexander. Mexican Design: floral and pictorial lithographs by Norman H. Kamps, 1944, was also used. 139 plates on display.

Meetings.

The Council met November 3, 17, and 19; Staff meetings November 12, 24. The State Records Commission met November 4.

Conference Room.

In addition to the Staff meetings and the meeting of the State Records Commission the room was used November 17 for film previews.

Holidays.

The Library was closed Armistice Day (November 11) and Thanksgiving Day (November 26).

Staff Notes.

Mr. Helm has been nominated for the 33d Masonic Degree, an honorary degree, the highest award in Masonry.

Photographic Laboratory.

A new system of inventory control and detailed record of work has been installed in the Laboratory. Mr. Gillen checks this personally. Mr. Helm wishes to discontinue the use of photographic requisition forms. I feel that if the laboratory

is to be under the Archives Section I should receive some report on the work done - for whom and in what quantity. I still think this form useful in ^{down} on unnecessary work. Mr. Helm is to take this matter up with Miss Rogers.

Equipment.

On November 14, we were asked to report on the number of filing drawers now in the Archives proper. As a matter of record we report this information here:

- 6431 Legal Size Drawers
- 1422 Correspondence Size Drawers
- 252 Rockafile Drawers (same size as capacity as Correspondence Size Drawers)
- 312 Card Drawers, for various size cards. (Does not include drawers in Public Catalog Room nor nor transfer drawers in film vault)
- 18 Microfilm Drawers
- 45 Map Drawers (5 of which are on loan from Division of Waterways).

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS
November 1953

	<u>Documents</u>	<u>Drawers</u>	<u>Volumes</u>
Secretary of State			
Index Department			
Deeds to State Property (3 cases)	19		
Elections Returns, 1953	113		
Executive Department			
Record of Commissioners of Deeds, 1849-1930			1
Record of County Treasurer, etc., 1873-28			1
Fee Books, 1923-38			5
Civil Service Commission			
Questionnaires, organization and other data received from Code Department in connection with studies for Standardized State Position Titles and Salary Rates Acts - 1942-51		19	
County Clerk Certificates		1	
Registration and Education Department			
Apprentice Pharmacy Applications (7 drawers)	15,213		
	<hr/> 15,345	<hr/> 20	<hr/> 7

ARCHIVES REFERENCE
November 1953

State Business

In Person

Secretary of State

Constitution of 1870 1

Corporation Department

Annual Reports 112
Index Cards 72

Executive Department

Executive File 3
Notary Bonds 2
Trade Marks 4

Index Department

Deeds to State Property 3
Election Records 13
Enrolled Laws 1

Securities Department

Closed cases 4

General Assembly 30

Governor

Correspondence 1

Registration and Education Department

Applications: Real Estate Salesman 9

Service Recognition Board 14

Waterways Division

Canal records 32

History State Departments 3

By Mail

Southern Illinois University 1
Service Recognition Board 64

ARCHIVES REFERENCE
November 1953 (Cont.)

History

In Person

County Histories

4

By Mail

18

22

Archives Technique

By Mail

5

3

Family History

In Person

War Service Records

Civil War

33

Spanish American War

3

Name Index (Phone)

20

By Mail

War Service Records

Civil War

17

Spanish American War

8

Family History

18

99

Counties

By Mail

1

1

Miscellaneous

By Mail

2

2

Grand Total

473

ARCHIVES CATALOG
November 1953

Catalog

History Card

1 card

Name Index

Cook County, 1850 federal census

2,565 index cards

PHOTOGRAPHIC LABORATORY
Report for November 1953

Photostats	<u>Negatives</u>	<u>Positives</u>
State Library	109	
Archives	2	
Corporation Department	<u>23</u>	<u> </u>
	134	0

Photographs	<u>Negatives</u>	<u>8 x 10 pr.</u>	<u>6 x 9 pr.</u>	<u>4 x 5 pr.</u>
State Library	13	30		
Mr. Gillen	2	6		
Blue Book	18	30		
Drivers' License for FBI	2			8
Public Relations	<u>3</u>	<u>14</u>		<u> </u>
	38	80		8

*Tests not counted.

Vault Admissions

November 1953

Treasurer	15
Auditor	20
	13
Teachers' Retirement	15
	14
Supreme Court	1
Public Instruction	1
Registration & Education	28
	3
Insurance Dept.	29
Civil Service Com.	2
Finance Dept.	4
Waterways Div.	1
Agriculture Dept.	3
Architecture + Engineering	6
Adjutant General	2
Commerce Commission	35
Executive Dept.	2
Court of Claims	2
Index Dept	2
Corporation Dept.	
	<hr/>
	171

person or corporation is required to file for record;

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

Report for December 1953

Accessions:

The accessions for December were routine in nature, the largest being the Secretary of State Correspondence for 1941.

Departmental Vaults:

The following Departments transferred records during the month: Superintendent of Public Instruction (Federal Aid Records), Secretary of State (Correspondence), Vital Statistics Division (Adoption Records).

Mrs. Kellar of the Civil Service Commission called me about the possibility of setting up a filing office in their vaults, a file clerk to be assigned full time there, with the view to working on records in preparation for microfilming and later for destruction. I told her that the Archives Building vaults are not meant for the housing of any but permanent records but advised her to direct a letter to the Assistant State Librarian detailing her plan so that it might be given due consideration if, as she indicated, it was a plan to key in with the work of the archives. As she discussed this proposition with me I felt that her plans were nebulous as yet, so it may be some time before she comes through with a proposition. It is one more indication of need for the office planned for departmental vault clerks.

Staff Work:

As this closes a calendar year, it may not be amiss to review our plans for the year 1953 and what we have accomplished.

Probably the most important accomplishment was the approval of the legislative program of the State Records Commission. Full control over the destruction of records, including substitution of microfilm for originals, is now centered in the State Records Commission, which now has the power to grant records retention scheduled. Passage of this legislation also gave us the excuse to call attention again to the various Departments that the present legislation supersedes prior legislative authorizations, and to suggest that those having earlier authorization regularize their procedures by retroactive applications to the Commission. Only the Insurance Department and the Automobile Department have failed to respond to date. By the end of 1953, 117 applications made since the reorganization of the Commission in 1951 had been acted upon, 49 of these applications from 9 State Departments came in during the year 1953, 8 applications for setting up retention schedules for 43 categories of records of 4 State Departments were acted on between August and December of 1943.

The Commission and the Archives lost a sympathetic supporter by the death of Fred Jahnke of the Public Welfare Department. Under Mr. Jahnke's leadership the Welfare Department had made great progress towards a standardized records system. Early in the year Records Engineering, Incorporated, tried to interest the Governor in an overall survey of the records of the State government of Illinois. Governor Stratton felt such a proposal was premature. Whether or not such a survey is made in the future, the Archives Department through the State Records Commission has control of the necessary machinery for effecting a reform in the State's record making. Illinois has lagged behind some other states in the past, but I believe our step by step introduction of records management has kept the support of the other State Departments for the long range archival program.

The major archival project this year has been checking our inventory of holdings. The exceptionally large accessions in the past year, involving major shiftings of materials, has resulted in a completely new inventory. All shelves and drawers have been checked minutely, the details given in the old inventory corrected and expanded, many files rearranged internally, and new uniform labels made for most of the records. Although we maintain a perpetual inventory, omissions and inaccuracies showed up in this our first complete stock taking since just after we moved into the building in 1938. The new inventory is substantially complete though I shall probably be working on snags for perhaps another month (depending on how much time I can find to work in the vaults). The subject index to the inventory hasn't been started as yet, though we have a working table of contents.

The major project for 1954 will be to get at least temporary cards in the catalog for all series. Mr. Cassady has been making catalog notes for some of the more detailed series, notably military service records. Miss Scheffler has completed the cataloging of the major series of the Canal Records. Still to be done there are the Estimates and part of the Toll Books and a few miscellaneous documents and maps, also the later records of the old Rivers and Lakes Commission. This work should be completed by summer. Then we plan to go back to the detailed analytical work on the legislative reports.

Other work has crowded out the census indexing as a major project. Mrs. McFadden is the only staff member devoting a substantial proportion of her time to indexing. She is now working on Cook County 1850. Mr. East has finished indexing Bond and Cass Counties for 1840 and these and the 1825 Randolph cards reported last month are now awaiting the typist. When the Service Recognition Board correspondence eases off Mr. East will have more time for the indexing, probably picking up where I left off.

We expect to be caught up on the back filing of Corporation reports within a month. Mr. Rountree is working on the letter "Co," Mrs. Robeson, working backward, on the letter "F." The 1951 reports will be over the first week of January, but interfiling

these will not be a major task with both working. We are hoping that the shifting of files and checking in of new accessions will not absorb most of Mr. Rountree's time as it has in the past year.

It has been ten years since we suspended work on the History of State Department, carrying the compilation down to and including 1943. We should continue that to the present, though I see no immediate prospect of being able to do so.

Miss Scheffler prepared an exhibit of Indian paintings from materials in the Art Department, also Christmas exhibits and decorations in various parts of the building.

Meetings:

The State Records Commission met in the Conference Room on December 2, the State Library Staff on December 8. A film preview was held there on December 16, Mr. East serving on the committee. The State Library Council, of which the archivist is a member, met on December 7 and 21 and the new Book Selection Committee, of which the archivist is also a member, on December 7, 9, 15 and 29.

Alexander County:

On invitation from the Circuit Clerk of Alexander County the archivist spent part of December 10 and all of December 11 in Cairo, conferring chiefly with the county clerk, about a cleaning out of the attic of the county court house, preparing petitions for the destruction of obsolete county records and the transfer of earlier records to the State Archives. A report on this trip was filed immediately upon return to Springfield.

Archival Technique:

Questionnaires from Harvard University and the Secretary of State of Massachusetts raise hopes that something will finally be done about the Massachusetts archives. If anything comes of this, and the prospects are bright, it will be interesting to watch.

Respectfully submitted,

Archivist

FIELD TRIP TO ALEXANDER COUNTY, December 10-12, 1953

Report by Margaret C. Norton, Archivist

On invitation from Mr. John M. Dewey, Circuit Clerk and Recorder of Alexander County, I spent Friday December 11 at the County Court House at Cairo. The County Board had passed a resolution on December 3, 1953, reading as follows:

Whereas, it has been called to the attention of the Board of County Commissioners by the Archives Division of the Illinois State Library, that certain papers, files and documents of historical value are stored away in the attic of the Court House, and

Whereas these papers, files and documents are exposed to the elements and are gradually deteriorating and their historic value may forever be lost, and

Whereas it also creates a fire hazard to the Court House and that said papers, files and documents should be removed from the Court House in Alexander County to the Archives Division of the Illinois State Library at Springfield, Illinois for safekeeping and therefore

Be it resolved by the Board of County Commissioners of the County of Alexander, Illinois, that said Archives Division of the Illinois State Library be authorized to remove said papers, files and documents from the attic that in the opinion of the Archives Division are of historic value, as provided under Chapter 128, Section 18 of the Illinois Revised Statutes.

(Signed) Wallace F. Cook
Chairman
Andrew Serbian
Carl E. Cehler
Commissioners

Attest:
Paul S. Clutts
Clerk

Dated this 3rd day of December 1953.

As a matter of fact, it was not the Archives Division but the State Historian who called attention to this situation, and the offer was made to him to which he replied that we were the proper department to receive the records.

Mr. Dewey was out ill on Friday, but his deputy, Mr. William Dewey, and Mr. Paul S. Clutts, the County Clerk, received me most cordially and worked all day with me in the attic. For the most part the records stored in this attic are not of great value historically. We sorted out non records materials, chiefly publications. To my disappointment I found no early State documents as I had hoped, nor other printed materials of value.

There are two storerooms and a hall, all filled with the accumulations of attics - discarded light shades, wooden shelves, etc., plus many years' accumulation of soot. Most of the records are in cartons on improvised shelving, most of the cartons labelled. There are a number of volumes of Collectors' books and some County Recorders' volumes which I did not examine in detail. Because the County Clerk's records were the most numerous, were in front of the others, and because Mr. Bewey had to leave to take care of business, we worked chiefly with County Clerk's records. We roughly sorted out those which I felt he could not destroy under the County Records Destruction Act and set them aside. Those not covered by the act and which I felt he might apply to the County Judge for permission to destroy under that act, we put in another place, first selecting from them all documents dated prior to 1870. We filled two cartons, but I left these behind because there will be more and because by the time we were ready to leave the janitor had gone and I had no one to carry them down the ladderlike stairway for me. Of those selected none seem of very great historical value, the most valuable being the bonds of early county officials (and their oaths of office), the liquor license records and some collectors' books. The collectors' books which I put in the carton dated only from the early 1850's, but I believe the set probably goes back much farther.

I made some recommendations about procedures in the handling of the records, promising to take all records prior to 1870 in the attic, as requested, and promised to send for the records to be transferred to us when they notified us that the records are ready. As there is no heat in the attic it may be some time before they resume work there, though both men expressed deep concern lest the condition of the attic might lead to a disastrous fire. The only insect which I saw was a half frozen wasp, which is remarkable in so old a building and an attic so poorly janitored.

I am writing to both officials making suggestions and I have requested both to send me lists of the records before they petition for destruction. Apparently the H.R.S. did not get into this attic.

The only records there in which we are particularly interested are the early county commissioners' proceedings files and the earliest collectors' records. We may not get the former as I told Mr. Clutts I did not think any of those files should be destroyed.

A later report will be filed when I hear more from the county.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS
December 1953

	<u>Documents</u>	<u>Drawers</u>	<u>Volumes</u>
Secretary of State			
Index Department			
Real Estate Titles (1 case)	8		
Election Records	3		
Corporation Department			
Index Cards	1462		
Secretary of State Cor- respondence 1941		42	
Registration and Education Department			
Ledgers			51
	<hr/>	<hr/>	<hr/>
	1462	42	51

ARCHIVES REFERENCE
December 1953

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	113
Index Cards	95
Fee Books	2

Executive Department

Requisitions	3
Notary Bonds	3
Trade Marks	8

Index Department

Elections	5
Enrolled Laws	20

Securities Department

Closed Cases	3
--------------	---

Registration and Education Department

Applications: Real Estate	7
---------------------------	---

General Assembly	19
------------------	----

Service Recognition Board	11
---------------------------	----

By Mail

Miscellaneous	7
---------------	---

Service Recognition Board	50
---------------------------	----

346

History

In Person

Miscellaneous	4
General Assembly	1

By Mail

4

9

Family History

In Person

War Service Records

Black Hawk War	3
Civil War	63
Spanish American War	4

Census Records

Federal Census

Mortality Schedules	3
---------------------	---

1850, 1
1870, 1
1880, 1

1850	6
------	---

State Census

1840	2
------	---

County Histories	4
------------------	---

Name Index (Phone only)	38
-------------------------	----

By Mail

War Service Records

Civil War	17
Spanish American War	4

Genealogy	30
-----------	----

174

County Advisory

In Person	1
-----------	---

By Mail	2
---------	---

3

Archival Technique

In Person	1
-----------	---

By Mail	4
---------	---

5

Grand Total

537

ARCHIVES CATALOG
December 1953

Name Index

Cook County, 1850 Federal Census

2, 767 cards

Catalog

Highway Maps, 1850, 1851

3 series

82 cards

DEPARTMENTAL VAULT ADMISSIONS

March 1953

Adjutant General	7
Architecture and Engineering	2
Attorney General	2
Auditor of Public Accounts	22
Civil Service Commission	7
Commerce Commission	3
Corporation Department	8
Court of Claims	1
Executive Department	27
Finance Department	2
Liquor Control Board	1
Mines and Minerals Department	2
Registration and Education Department	34
Teachers' Retirement System	20
Treasurer	<u>25</u>
	163

PHOTOGRAPHIC LABORATORY

Report for December 1953

Photostats	<u>Negatives</u>	<u>Positives</u>
State Library	48	7
Archives	14	2
Corporation Department	<u>17</u>	-
	79	9

Photographs	<u>Negatives</u>	<u>8 x 10 pr.</u>	<u>4 x 5 pr.</u>	<u>11 x 14 pr.</u>
Public Relations	8	10		
Blue Books		5		
Operators' License	3		18	
Library	4	12		
Archives	<u>15</u>	<u>12</u>	—	<u>11</u>
	30	39	18	11

Memoranda:

It appears that the Front Office has not been filling out Requisition so the Laboratory is not getting credit in their report to the Archives Section for some of the work they have been doing. There was at least one order of 453 prints (8 x 10) not listed above.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

Report for January 1954

Accessions:

Our accessions for the month were not as large as for most months of January, probably because of the unusually heavy transfers which kept up during the whole of the year 1953. Owing to a reorganization which is apparently abolishing the Executive Department of the Secretary of State's Office we anticipate that we may be asked to take over many of the records now in the Departmental Vault. The recent transfer of the record volumes covering recent years would imply that possibility. Our accessions problem now is to prevent the transfer of two recent records to the Archives, turning us into a filing bureau.

Departmental Vaults:

Records were transferred to their Departmental Vaults by the following Departments: Public Works and Buildings, Registration and Education Department and Civil Service Commission.

The Civil Service Commission has been granted permission to install a Departmental Vault clerk in their vault.

Staff Work:

Although Mr. Cassady, Mr. Rountree and I have worked very hard this month on the reorganization of the archival vaults and the compilation of the new inventory we have not quite finished which was a disappointment since we had hoped to complete the project by February first. Except for a few labels we have only three sets of records on which to work - some bookkeeping records which have had to be refilled, the records from the Division of Waterways on which Miss Scheffler is working, and the Civil and Spanish war records from the Adjutant General, descriptions of which Mr. Cassady has practically completed. It is difficult to measure our work quantitatively. For instance, the day after I had announced smugly, "Level 4 is completed", the Executive Department sent over 59 volumes. This meant not only retyping all the inventory for the bound records of that Department, but a complete rearrangement of two bays and expansion into a third bay, and the shifting of several hundred volumes many of which weigh up to 50 pounds each. When inventory is completed we shall have control over our holdings which we haven't had in the past, and we have worked out a new accessioning procedure which will ensure the inventory being kept up to date. The next step will be the subject index to the inventory.

Mrs. Robeson, working backwards, is now filing in the letter "E." Mr. Rountree has had practically no time for corporation filing in January, so our back filing was not quite ^{Before} the new accessions came in. However, with both of them working at it from now on, we hope to be completely caught up soon.

Mr. East continues to handle the mail reference and is able to take care of it with minimum supervision from me. He has several indexing projects on which he works between times, but reports none completed for the month. He read proof on McLean County index typed during the month. Mr. Cassady handles the more involved of the "in person" reference calls.

Miss Monica Webster, the exchange librarian from England, spent the week of January 25-29 working in the Archives. As this period covered the days of her father's critical condition following an auto accident I ~~did not~~ gave her more or less routine work. She did a little indexing in some Civil War service records and assisted Mr. East in some reference searches involving the use of the microfilm reader. She also assisted him in making new and more explicit labels for some of the Service Recognition Board files. It might be profitable for her to spend a day or part of a day here later, getting a more rounded picture of how and why we function and our relations to the library as a whole.

Miss Scheffler thought she had the bulk of the canal records cataloged, i.e., most done except a series called "Estimates." We find, however, that these volumes also do not lend themselves to mass treatment, so there are several months more work on these records. Next she will resume work on the General Assembly analyticals. Meantime I shall be compiling the holdings on what we now call the "Miscellaneous General Assembly Records" as revealed by our accession file for the period 1940 to date. Now we have to go to the drawers in the vault to answer the question as to whether or not we have a specific record for the years not yet analyzed.

Visitors.

Dr. John Forbes of the History Department of Blackburn University brought in Mr. Arthur Broadbridge, Canadian Consul at Chicago on January 21st. They came at noon and as Mr. Broadbridge was taking the 2 P. M. train to Chicago they could not wait for Mr. Belair to return from lunch. Mr. Broadbridge was formerly an assistant in the Saskatchewan Provincial Archives and wanted to see our Archives Building thoroughly, which he did. Both men promised to return at a future date.

Illinois Libraries.

A series of articles descriptive of the manuscript holdings in Illinois libraries has been planned for this spring and next fall. So far five of the eleven libraries to whom I wrote have promised articles, including Dr. Pargellis, Mrs. Pease, Mr. Downs, Dr. Fussler and Mr. Nyholm. None of those can produce the articles immediately, but they will come soon. Incidentally, Dr. Pratt has just published such an article in the Journal of the Illinois State Historical Society. I had not gotten around to asking him for an article. Do you think we should reprint that or not include the Historical Library in our series? I have not written to Paul Angle either, as an article covering that institution would be a task indeed. Personally I have no article in progress. Mr. Cassady has in mind an article descriptive of our war service records, but has had no time to work on it as yet.

My review of the Georgia Laws Governing Archives, History etc., appeared in the January 1954 issue of The American Archivist. A copy is attached for your file.

Staff Notes.

Miss Scheffler's sister Mrs. Birnbaum died on January 26, following an eight year illness.

Mr. Cassady served on the State Library Exhibit Committee on Careers.

Building Notes.

Installation of an acoustical ceiling in level 11 by the Division of Vital Statistics without previously consulting any of us, upset the fire alarm system for the building. Experts from Chicago were called in by Mr. Darby, the engineer, and evidently handled the situation. The Automobile Department announces that it proposes to move out of the building the weekend of February 6.

Some rearrangement of the Photographic Laboratory provides a desk for each member of the staff and the desk near the entrance will be used as a reception desk only. Since the telephone is at one end of the Laboratory and these desks at the other end, it would seem desirable for one of the two phones now in the desk section to be changed to an extension to 458.

Meetings.

The State Records Commission held its regular monthly meeting on January 6. The films preview group used the Archives Conference Room on January 14. The State Library staff meeting was held there January 9.

The archivist attended meetings of the Library's Book Selection Committee on January 6, 12 and 27. Mr. Carpentier attended one of the meetings.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

January 1954

	<u>Drawers</u>	<u>Documents</u>	<u>Vols.</u>	<u>Micro.</u>	<u>Reels</u>
Adjutant General		4			
Peoria County Recorder					7
Registration and Education Department					
Applications:					
Assistant Pharmacist	9				
Division of Highways					
Maps		146			
Secretary of State					
Executive Department			59		
Corporation Department	-	<u>71,517</u>	<u>3</u>	-	-
	9	71,567	62		7

ARCHIVES REFERENCE

January 1954

State Business:**In Person****Secretary of State****Corporation Department**

Annual Reports	132
Index Cards	89
Fee Book	2

Comptroller

Duplicate Pay Rolls	1
---------------------	---

Executive Department

Notary Public Records	15
Trade Marks	18

Miscellaneous Records

State House Contracts and Bids	4
--------------------------------	---

Index Department

Deeds	2
Enrolled Laws	20
Election Records	6

← General Assembly	29
--------------------	----

← Registration and Education Department

Real Estate Salesmen	6
----------------------	---

← Service Recognition Board	9
-----------------------------	---

← Miscellaneous	1
-----------------	---

← History State Departments	1
-----------------------------	---

By Mail**Service Recognition Board**75

ARCHIVES REFERENCE

January 1954 (cont'd)

History

In Person

Miscellaneous
General Assembly

5
2

By Mail

4

11

Family History

In Person

Miscellaneous
Name Index
War Service Records
Civil War

6
35
60

United States Census

1840
1850
1860

2
7
5

State Census

1845
1855
1865

1
2
1

By Mail

Genealogy

37

War Service Records

Civil War
Spanish American War
World War I

15
3
1

175

Archival Technique

In Person

4

By Mail

3

7

673

ARCHIVES CATALOG

January 1954

Catalog

Illinois and Michigan Canal Records

93 Volumes

135 cards

Construction: Field Notes

Construction: Estimates

Accounting Records

Name Index

United States Census 1850

Cook County

2648 cards

McLean County History

786

3434 cards

DEPARTMENTAL VAULT ADMISSIONS

January, 1954

Adjutant General's Office	2
Architecture and Engineering	3
Auditor of Public Accounts	26
Civil Service Commission	7
Commerce Commission	6
Corporation Department	3
Executive Department	23
Finance Department	3
Governor's Office	2
Public Works and Buildings Department	5
Registration and Education Department	27
Securities Department	1
Supreme Court	1
Teachers' Retirement System	32
Treasury Department	17
Waterways Division	3
	<hr/>
	161

PHOTOGRAPHIC LABORATORY

January 1954

Photostats

	<u>Negatives</u>	<u>Positives</u>	<u>Microfilm Enlargements</u>
State Library	968	930	
Archives	35		96
Corporation Department	<u>54</u>	<u> </u>	<u> </u>
	1057	930	96

Photographs

	<u>Negatives</u>	<u>8 x 10</u>
State Library	23	49
Archives		82
Blue Book	20	30
Public Relations	4	58
Secretary Carpentier	<u>7</u>	<u>52</u>
	54	276

Microfilm

State Library

Archives 200 ft.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

Report for February 1954

Accessions

The accessions were more or less routine, as shown by the statistics. We had to do considerable shifting to get in the records from the Executive Department.

Departmental Vaults

The Adjutant General appears to have been the only department transferring records in February.

Building Notes

The Safety Responsibility Division of the Automobile Department moved out the week end of February 6 and a part of the Vital Statistics Division moved in over the Lincoln birthday holiday period. This work was handled expeditiously and very smoothly. We have heard that the Operators' License Division is to move out the week end of March 6.

48 legal size file drawers and 1 file cabinet for 5 x 8 cards were delivered by Art Metal Corporation. These have been placed in the appropriate bays but have not yet been bolted together, since the company's supervisor was not immediately available. The installation work will be completed when the sliding shelf units come which will probably be within the next week or so. The new cabinets were placed in bays 7, 8, 17, 18 level 12; Bays 8 and 22 level 5. The card file cabinet was placed in bay 19 level 5.

The Conference Room was used for meetings as follows: State Records Commission February 3; Staff Meeting February 9; Film Preview February 17 (all day); Exhibit Committee February 19; Operators' License Division February 24 (a hearing).

The ceremony of turning the first spade of earth for the new State Office Building was held February 15. We note that here because we hope the Archives Building can be returned to exclusive archival use when the new building is completed.

Staff Work

"More of the same" is about all we have to report for this month. As mentioned above, the records from the Executive Department, received the last week of February but accessioned in March, required shifting in the vaults, and this alteration has not yet been made in the shelf list.

Otherwise the shelf list revision we can count as completed. There is still quite a bit of work to do in inventorying the Canal Records, but as Miss Scheffler will be catching these records soon in completing her cataloging of them it seems unnecessary to make a volume by volume check right now, though I expect to do some checking on that level. The index to the shelf list has not been started.

The Corporation Report filing backlog has been practically caught up. There are a few drawers left to do in the letter "C" on which Mr. Rountree is working, and Mrs. Robeson has found some 1950 reports in the letters I - K which she is filing with 1951's. It should not take too long to get the 1951's, recently received, in the file. One thing that took so long in the past year was that many worn out and too full folders were replaced and all folders cleaned. The Corporation Department had promised to unfold and staple the new files before bringing them over, but failed to do so.

Miss Scheffler has continued cataloging the Canal Records but reports no statistics on cards typed. Mr. Anderson, one of the principal engineers in Waterways, has started a systematic checking of all records relating to the 90 foot reserve strip. He said to me just the other day, "I don't know how to tell you how I appreciate Miss Scheffler's wonderful cataloging of these records. It has saved me literally months of research. We should have our count case ready within a short time. We had just estimated that our research might take three or four years."

Miss Scheffler has also prepared and installed two exhibits. The one on the first floor illustrates the various types of work done by our Photographic Laboratory. I have long felt that we show display the artistic talents of our photographers and also make clear the reasons for seeing them running here and yonder with their cameras. Miss Scheffler description of the exhibit is as follows:

"An enlarged photograph of Charles F. Carpentier, Secretary of State and State Librarian dominates the large case at the west end of the Museum room of the Archives building. Photographs of both houses of the General Assembly, illustrations used in the Blue Book and Guide to State Buildings, photographs of foreign visitors, with early and recent photos of the State House make up the display in this case."

"Historical, documentary, publicity and illustrative photographs together with microfilm and movie film are shown in the other cases."

"Included are photographs of "Breaking Ground" ceremonies, with the Governor and other dignitaries, for the new state office building; preparing historical documents for microfilming; the Antique Auto Show and the Drivers' License Inspectors

School sponsored by the Secretary of State; photographs of the Photographic Laboratory and other rooms of the Archives department; the Illinois State Library exhibit at the State Fair with a movie film of the activities at the State Library booth; and other photographs depicting the wide range of work done by the staff of the Photographic Laboratory for the Secretary of State and State Librarian."

"Colorful and interesting plates of linen and cotton prints are on display in the lobby of the second floor, west, of the Archives building. These designs are from a portfolio, on file in the Art department of the State Library, of Henry-Rene d'Allemagne La Toile Imprimee et les Indiennes de Traite, publishes in 1942. The collection covers a period of almost 100 years, 1761-1850. The designs cover a wide range of subjects and the detail of each one is worth careful study."

We appreciate Miss Kissinger's cooperation in letting us display her treasures from time to time. Archival exhibits require a great deal of time and the use of our second floor cabinets for exhibits relatively easy to prepare makes it possible to change our exhibits more frequently.

Next Miss Scheffler plans an exhibit on road of Illinois. I think we may also soon work out an exhibit of the work of the Vital Statistics Division. I have not discussed this with Dr. Sogen but I imagine he will be agreeable.

Mr. Cassady and Mr. Rountree have been working with me on the inventory, including some rearrangement of filing within certain series, notably Secretary of State vouchers. Mr. Cassady has also been helping Mr. East on mail reference. Mr. Rountree also handled the fumigation of records moved into the building by the Vital Statistics Division. He has also substituted at the Reference Desk from time to time.

Mrs. McFadden continues the indexing of census records, but ran out of cards temporarily and did some stapling and unfolding of reports. Her time is more and more occupied with patrons.

Mr. East has been very busy with mail reference. Inquiries, chiefly on family history and Civil War service records, have been received from 20 states (California leading with 8 inquiries, Washington and Kansas with 4 each) and 19 Illinois towns and cities. A man and wife from Nebraska were in and out for a couple of weeks and were most enthusiastic over what they found in our records. The above statistics do not include the localities from which people write for Service Recognition Board records. We keep a record only of the names searched. Those letters come from all over the world where our service men are stationed.

Staff Notes

Mr. Cassady served on the Y. M. C. A. membership committee.

Miss Scheffler was elected Treasurer of the Illinois State Employees Association at the January meeting of the Board of Directors.

Mr. Rountree was chairman of a program on WTAX, Sunday P. M., February 21, on Negroes in Springfield, given in connection with Brotherhood Week. He found most of the material used in the State Library. It was a very interesting program.

Mr. Quonn addressed the Otis B. Duncan Legion Auxiliary of Springfield on February 24. His subject was "The Negro and Americanism."

Mr. East prepared "a comprehensive outline of a program for a private corporation of Peoria" which began the use of an elaborate advertising promotion in celebration of its centennial in business. Historical events of each decade are to be featured.

I acted as chairman of the committee which prepared the March 1 - 15 Centennial Building exhibit on Vacations.

Microfilm Project

The 1855 and 1865 State census is in deplorable condition. Some of the 1855 has been crepelled and rebound. Both censuses are badly mildewed. Sometime when and if we get a laminating machine they can be partially restored. Meantime we propose, subject to your approval, to make a microfilm copy for office use. There are 53 volumes to be microfilmed--about 18 - 20 reels.

Respectfully submitted,

Archivist

ACHIVES ACCESSIONS

February 1954

	<u>Documents</u>	<u>Volume</u>
Registration and Education Department		
Applications for Professional License:		
Registered Pharmacists	5,899	
Apprentice Beauty Culture Registers		6
Secretary of State		
Index Department		
Deeds to State Property	10	
	<hr/> 5,909	<hr/> 6

ARCHIVES REFERENCE

February 1954

State Business

In Person

Secretary of State

Auto Department

Corporation Department

1

Annual reports

73

Index cards

126

Executive Department

Notary Bonds

6

Trade Marks

8

Index Department

Bonds

2

Deeds

4

Elections

14

Enrolled Laws

14

General Assembly

10

Liquor Control Commission

2

Registration and Education Dept.

5

Service Recognition Board

6

Waterways Division

20

History State Department

1

Auditor

3

By mail

~~192~~

~~192~~

Service Recognition Board

65

History

257

In Person

5

By Mail

1

6

ARCHIVES REFERENCE

February 1954 (cont'd)

Family History

In Person

State Census 1820	1
Federal Census	
1840	5
1850	8
1880	3
Civil War Service	41
County Histories	7
Name Index	40
Spanish American War Service	3

By Mail

Genealogy	33
Revolutionary War Service	1
Civil War Service	22
Spanish American War Service	4
World War I Service	1
	<hr/>

169

Archival Technique

In Person

5

By Mail

8

13

Grand Total

380

65

445

ARCHIVES CATALOG

February 1954

Catalog

Highway Department - Maps **25 cards**

Name Index

Federal Census 1850

Cook County **1,134 cards**

DEPARTMENTAL VAULT ADMISSIONS

February, 1954

Adjutant General's Office	4
Architecture and Engineering	2
Attorney General's Office	9
Auditor of Public Accounts	75
Civil Service Commission	5
Commerce Commission	5
Corporation Department	4
Executive Department	21
Finance Department	1
Governor's Office	1
Insurance Department	1
Mines and Minerals Department	1
Public Instruction Department	5
Public Works and Buildings Department	2
Registration and Education Department	31
Supreme Court	1
Teachers' Retirement System	27
Treasury Department	13
Waterways Division	<u>2</u>
	210

PHOTOGRAPHIC LABORATORY

February 1954

	<u>Negatives</u>	<u>Positives</u>
Photostats		
State Library	19	2
Archives	10	1
Divers License	300	
Corporation Department	<u>19</u>	<u>—</u>
	348	3

Photostatic Enlargement from Microfilm

Archives Department for President of
Southern Illinois University

8 single sheets
91 double sheets

Photographs	<u>Negatives</u>	<u>8 x 10</u>	<u>16 x 20</u>
State Library	4	12	
Archives		7	
Blue Books	17	32	
Front Office	11	25	2
Supply Department		12	
Supt. Capitol Building		3	
Public Relations	<u>2</u>	<u>6</u>	<u>—</u>
	34	97	2

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for March 1954

Accessions

The last major accession which we anticipate for this year, namely, the records received this month from the Executive Department, is now in place. Later paragraphs will discuss the reorganization in the Archives vaults which has been required in order to accommodate the more than a million records received in the past six months.

Departmental Vaults and Archives Building

The following departments transferred records to Departmental Vaults: Registration and Education, Auditor of Public Accounts, Secretary of State's Comptroller, State Library.

The keys to Vaults occupied by the Safety Responsibility and Drivers' License Departments have not been turned back to the archivist or apparently turned over to Dr. Sagen but the latter has promised to ask for them. Probably we should change the keys if the vaults are ever used for departmental files again. We allowed Dr. Sagen to remove three cage doors from Vault 11 East as he wishes to put desks in those bays.

Dr. Sagen proposes to take the clerks who have been working in the Vital Statistics Vault on Level 9 up to Level 11 East and to move up there the more recent birth records which they serve. The less used death records and adoption records will be housed in the old Level 9 vault. When the microfilm project is completed he proposes to send the original records to the Archives for preservation. He is making two copies of the microfilm, one an insurance copy. There is wording in the present vital statistics act which seems to prevent transfer to the Archives, but he proposes to ask an amendment to take care of that, at the next session of the General Assembly.

In the meantime, he is having to procure shelving to accommodate the volumes being taken to 12 East. These volumes are at present shelved on wooden shelving. Since he does not have money to purchase sufficient shelving and since the books will be coming to us soon anyhow, Dr. Sagen requests the loan of some of our shelving. This matter was discussed with Miss Rogers prior to her illness. We are, therefore, letting him have what shelving we have on hand. Meantime he has asked if he could not use some of the wood cabinets in the corridor which were to have been torn down by Mr. Colvin. These shelves would remain in their present place. I have given him permission to use these temporarily only. We expect to house the vital statistics records, when they come to us, on Level 1.

The tabulating machines will go in the other two vaults on Level 11. We had worried about vibration but Dr. Sagen says the State engineers have determined that the vibration would be no greater than typewriters and that the set-up is perfectly safe. They told him the weight was the crucial factor and that the vaults could take it better than the office floors. Dr. Sagen has a very cooperative attitude and is enforcing the no smoking regulations. He says the department has definitely been promised space in the new State Office Building.

All the Automobile Departments are now out of the building. The Vital Statistics Division is occupying the first floor office and will start moving from the old Monroe Street building on Monday, April 5. Some electrical work and some painting is being done. Our janitors have applied two coats of Floorseal on Level 11.

The chandeliers removed from the Archives Reference Room, the Archivist's suite and the east floor rooms have been moved from Level 6 of the Archives vault to Level 1. Should these not be sold as surplus?

Mr. Aiken and Mr. Pearce of the Finance Department requested that we request the Revenue Department to give up the bay next to theirs to provide for future expansion. The records now in the Revenue Department bay are records authorized for destruction by a records disposal act but the Department has not submitted an application to the State Records Commission for authority to destroy them. I suspect the Revenue Department wishes to hang onto its vault space. Upon investigation I found that the Finance Department has space in its own bays for records through June 1955, so I am not too sympathetic to this request and have done nothing about it. Granted that the Revenue Department might be willing to relinquish its bay, some other department may have a more pressing need for the space before the end of the biennium. If we get Levels 11 and 12 back we may need to have a revision of space allocations in the Department vault sections just as we have in the past year reorganized the Archives vaults.

All of the cabinets ordered for the archives vaults from Art Metal Construction Corporation have been received. The sliding shelves have not been uncrated since they came during the moving period. We are placing all the new sliding shelves on Level 6 as we have decided to put the canal records on such shelves. At present we are able to house all records belonging to one department on the same vault floor (except for a few frequently consulted election records retained on Level 3). We anticipate that as the vaults fill it may be more efficient use of space to have all bound records on one floor so we may bring most of our sliding shelves together on Level 6. With the possibility in mind of some shifting in the not too distant future, we propose not to have all the new sliding shelves bolted together--just enough for the canal records. Sliding shelves can be used unbolted without danger

of tipping. That is not true ~~is not true~~ of the regular filing cabinets. A foreman will be sent from Chicago to complete installation of all cabinets of this order as soon as we give the word.

The Auditor has requested permission for his microfilming project employees to enter his vaults outside of office hours. He has contracted with a private microfilm company to come for records each morning, do the work at their own office and return the records after 5 P. M. As fast as the warrants have been microfilmed the State Records Commission is being requested to grant permission to destroy. Meantime four clerks are processing the records in preparation for the filming.

A new roof has been put on the Pent House. This has checked a serious leak over the Adjutant General's Civil War records.

No Smoking Regulations

Secretary of State Carpentier has issued the following regulation, which has been distributed to all Archives Building employees:

The Archives Building houses the State's most valuable legal and historical records. It was not designed for an office building and it is unfortunate that lack of space has forced us to use a portion of the building for such purposes. Because every precaution must be taken to guard the State's irreplaceable records, it is necessary to enforce the regulations for the protection of the records very strictly even though privileges granted to workers in other State Offices must be denied to those of you in the Archives Building.

Smoking, the lighting of matches or automatic lighters is prohibited in all parts of the State Archives Building, except the rest-rooms.

Since food and drinks attract insects, the bringing and eating of lunches and snacks in the Archives Building is prohibited.

Employees are requested to keep their desks free of waste paper, candy, gum, nuts, etc., and debris which constitute fire hazards and attract insects.

Charles F. Carpentier
Secretary of State and
State Librarian.

Helene H. Rogers
Assistant State Librarian.

Archives Conference Room

The Conference Room was used for meetings as follows:

State Library Staff Meeting	March 2
State Records Commission	March 3
Film Previews	March 17
Mr. Gillen	March 24

Staff Work

The complete physical reorganization of the records in the Archives Vaults has been completed except for the re-shelving of the Waterways Division records (including the canal records) which awaits completion of the installation of the new sliding shelves. All drawers and sliding shelves have been relabelled and a completely new shelf list, much more detailed than the previous one, has been made. This shelf list is kept in loose-leaf volumes, one copy in the Archives Reference Room and one in the Archivist's Work Room. Index slips have been made and alphabetized, but they cannot be typed until we have the inventory completed on the Waterways records in place on Level 6. At present we are unable to give an estimate of the number of series involved in our estimated 18 to 20 million documents, but as an indication, I have made 2500 index slips with probably at least 500 more to be written for the canal records.

Thus far we have been able to keep all records coming from one department together on one vault level but several types of records will expand into additional levels and probably in the not too distant future we may find it more economical of space to have only bound volumes on some levels and filing cabinets on others.

For the major projects of 1954 we have taken the work of getting temporary cards in the catalog for all series, also a detailed checking and listing of the contents of the General Assembly records now classed as "General Assembly--Miscellaneous." These two projects cannot possibly be completed this year.

You will note that our March reference was the heaviest we have ever had. Mr. East is now handling all mail reference except that concerning archival technique and such matters. Mr. Cassady assists him when he gets too much of a load to enable replies and inside the week of receipt. Service Recognition Board mail is the quickest and easiest to handle; census searches the slowest. Mr. East has also made new labels for the Service Recognition Board files.

~~Mr. East~~
Mr. East
Mr. and Mrs. McFadden are indexing census records, 1840 and 1850, respectively, as interim work. Mrs. McFadden is still working on Cook County and Mr. East on Boone County. Both are too busy with other duties to accomplish much, but progress is definitely being made. Mr. East is also reading

proof on index cards typed by Mr. Quonn.

Mr. Cassady and Mr. Rountree are working together on the vault reorganization, which work was completed in February except for a few odds and ends. Mr. Cassady has resumed his indexing of insurance reports. Instead of filing such reports in one alphabet as we do the annual Corporation reports the Insurance Department has classified and bound all those of one year, ignoring alphabetical and logical arrangement. To locate a report we have to make a detailed search. Mr. Cassady explains this work thus:

This work is not simple indexing as the nature of the report sometimes calls for analysis. In some instances we have found bound volumes in improper grouping and same evidence of improper labelling. Without making changes in the labelling, we attempt to understand these seeming inconsistencies.

The reports begin as far back as 1857 and are most financial in nature. They seem to fall into logical arrangement under Life, Fire, Casualty, Fraternal, Farm Mutual and Mutual Benefit Associations. In addition to the financial reports there are separate reports on Terminations and Re-insurance. We have progressed to Vol. 215 in Fire and through the year 1904, (15 vols.) ,this month;

Mr. Cassady might have added that we have insurance reports through the year 1936, 900 volumes of Life Companies, 85 Assessment Life, 360 of Casualty, 699 Fire, 80 Farm Mutual, 58 of Mutual Benefit Associations and 3 of Burial Associations. It is obvious that this indexing will take some time, though of course, the later volumes are more standardized and there are fewer reports to volume.

Miss Scheffler has spent considerable time working with Mr. George Anderson, Waterways Engineer, who with his assistant, have spent practically full time here the past month doing research on the canal right of way, more specifically, the "90 foot reserve strip." She has also made work sheets Proceedings of the Canal Commissioners, Board of Trustees, etc. of the Illinois and Michigan Canal but the cards are not typed. Work sheets have also been made for "Estimates" and miscellaneous items concerning the "90 foot strip." She is also trying to reconcile the Waterways "Map Index" with out holdings. She also did some research on the history of the John R. Tanner marker on the State House grounds for Mr. Carpenter.

Mr. Rountree and Mrs. Robeson are continuing the filing of Corporation reports. Rapid progress is being made now that both are working at it. All reports have now been filed through 1950 and the letters "I," "J" and "K" of the 1951's. (They were working on those letters when the 1951 reports came over.) In other words, the 3 years back log of filing has now been caught up on.

I continued to serve on the State Library Book Selection Committee also served as chairman on the Centennial Building Exhibit on Vocations. I have also undertaken the temporary editorship of Illinois Libraries.

Staff Notes

Miss Rogers was hospitalized on March 25 and Miss Dieckhaus and Mr. Reid have been deputized to carry on the administration of the State Library.

I substituted for Miss Rogers on the Zonta Club panel discussion on career night, March 24, speaking on women in government. I have been invited to preside at one of the sessions at the annual meeting of the Society of American Archivists, to be held in Williamsburg, Virginia, September 13 and 14.

Miss Scheffler solicited memberships for the Illinois State Employees Association in the State Library, at the request of Miss Rogers. 75 members of the staff now belong, an increase of 25 over last year. The annual dinner of the Association will be held at the Armory in Springfield, April 24.

Miscellaneous Notes

Dr. Natalia Belting of the University of Illinois, History Department, writes that she is at work on a calendar of the French records in the Randolph County microfilms also translations. It will, therefore, be unnecessary for us to do any work on the French records.

We made photostatic enlargements of a microfilm copy of the first volume of the Proceedings of the Trustees of Southern Illinois University, at the request of President Delyte Morris. A bound copy of these enlargements will replace the original volume in his set and the original placed in safe storage. Dr. Morris presented us with the microfilm.

Radcliffe College and the Department of History of Harvard University have announced a new "Institute on Historical and Archival Management "Resources for Research," to be held for 8 weeks June 23 - August 17, 1954. I have had correspondence with Earle W. Newton the Director and Robert Lovett one of the faculty, and am enthusiastic over this course. I think it probably more practical in the field of state archives than the Washington course, and the greater length of the Institute makes it possible to do more. Dr. Newton kindly suggests that

he hopes my vacation will coincide with the course so I can participate in the program, but of course, that is impossible.

Mr. McGregor of the Chicago Title and Trust Company came in not too hopefully one day, looking for material on county court house fires. He was jubilant to receive a copy of Mr. East's Illinois Libraries article on the subject. Mr. East also gave him several notes which came in as a result of the article.

A library school classmate of Miss Annis spent about an hour and a half in the Archives recently. She has recently gone to the Catalog Department at De Pauw University and was interested in details of our construction as suggestions for their proposed new library building. She impressed me as an "up and coming" youngster of the type we would like at the State Library. I asked her name twice but could not catch it. Miss Annis can doubtless supply it.

My numerous conferences short and long, by phone and in person, with the various departments in connection with the records disposal system of the State Records Commission should be noted, though I have never kept a count on such matters.

Respectfully submitted

Archivist

ARCHIVES ACCESSIONS

March 1954

	<u>Documents</u>	<u>Folders</u>	<u>Drawers</u>
Secretary of State			
Index Department			
Amendments to Constitution	2		
Deeds and abstracts to State property (4 cases)	11		
Executive Department			
Notary Public Bonds, 1946-49			24
Petitions for Requisitions, 1947-49			6
Executive File, 1947-49			3
Vetoed Bills, 1939-49			1
Trade Marks, 1941, 1949			4
Legislative Council			
Publicity Materials - 1946		1	
Service Recognition Board			
Equipment records		1	4 (5x8 ed)
	<hr/> 13	2	42
	50		

ARCHIVES REFERENCE

March 1954

State Business

In Person

Secretary of State

Corporation Department

Annual reports	123
Index cards	97
Correspondence	3

Executive Department

Notary Bonds	16
Proclamation	1
Trade Marks	16

Index Department

Deeds to State property	3
Elections	11
Enrolled Laws	23

General Assembly	21
------------------	----

Insurance Department	2
----------------------	---

Registration and Education	4
----------------------------	---

Waterways Division

Canal records	200
---------------	-----

Service Recognition Board	10
---------------------------	----

By Mail

Service Recognition Board	79
---------------------------	----

Miscellaneous	3
---------------	---

612

Historical

In Person	0
-----------	---

By Mail	8
---------	---

8

ARCHIVES REFERENCE

March 1954 (cont'd)

Family

In Person

County History 2

Name Index 39

Census records, U. S.

1840 3

1850 3

1860 4

Military Service Records

Mexican War 1

Civil War 67

By Mail

Family History (chiefly census) 57

Military Service Records

Black Hawk War 1

Civil War 27

Spanish American War 4

World War I 2

210

Archival Technique (exclusive of State Records Commission advisory services)

In Person 3

County Officials 2

By Mail 6

11

Grand Total

841

ARCHIVES CATALOG

March 1954

Name Index

McLean County History

590 cards

(additional to those previously reported)

2-2 1/2 1000 1000 1000

DEPARTMENTAL VAULT ADMISSIONS

March, 1954

Adjutant General's Office	4
Architecture and Engineering	4
Attorney General's Office	2
Auditor of Public Accounts	68
Civil Service Commission	6
Commerce Commission	4
Corporation Department	3
Executive Department	30
Finance Department	5
Insurance Department	4
Mines and Minerals Department	2
Public Instruction Department	2
Public Works and Buildings Department	4
Registration and Education Department	38
Securities Department	2
Teachers' Retirement System	34
Treasury Department	21
Waterways Division	<u>2</u>
	235

PHOTOGRAPHIC LABORATORY

March 1954

	<u>Negatives</u>	<u>Positives</u>
Photostats		
State Library	58	28
Archives	96*	
Secretary of State		
Drivers' License	<u>410</u>	<u>—</u>
	564	28

	<u>Negatives</u>	<u>8x10</u>	<u>16x20</u>	<u>4x5</u>
Photographs				
State Library	9	34		
Secretary of State				
Blue Book	14	18		
Additional copies of same for Departments		12		
Public Relations	10	34	2	
Drivers' License	<u>—</u>	<u>—</u>	<u>—</u>	<u>4</u>
	23	98	2	4

*Includes 2 negatives of Lincoln archival records for Historical Library, 14 documents for Effingham Centennial Committee, and 71 photostats supplied Division of Waterways (their records in Archives)

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

April 1954

Accessions:

Accessions for the month were routine, as indicated in the statistics.

Departmental Vaults:

Records were transferred to their Departmental Vaults by the following Departments: Teachers' Retirement, Auditor of Public Accounts, Registration and Education, and Securities.

Dr. Sagen has moved into the Departmental Vault space occupied by the Automobile Department, namely, Level 11 vaults East, North and West; Level 12 Vault East. The Automobile Department had occupied bays 4 and 5 on temporary loan from the Attorney General who now requests that the bays be returned as he, the Attorney General, is ordering new files. It was necessary to remove the grill work around the east stairway at Level 11 to enable the Vital Statistics staff to run their large tabulating service truck around the corner from the freight elevator. As these cages were erected to prevent clerks from wandering from one floor to another and as the Vital Statistics clerks have to work on several floors, there is not too much necessity for keeping it.

Archives Building:

The Vital Statistics Division of the Public Health Department has now moved into the first floor East of the Archives Building and is also occupying the 11th floor of the Departmental Vault section and 12 East there. The two bays borrowed from the Attorney General in 8 East he has asked be restored to him and we have told Dr. Sagen that he cannot use these. The Auditor is also trying to get them.

The Automobile Department is still using the third floor east office space pending completion of the remodelling of their new office.

The Local Health Service Division of the Public Health Department, headed by Dr. Charles Sutton, has also moved in, occupying the second floor. He has a comparatively small staff and seems most cooperative.

Dr. Sagen installed a photostatic washing tank in Departmental Vault 11 North, without clearing with Mr. Walsh or with us. In order to get water and drainage at that location they went through the elevator shaft, installing a tank (a horse tank)

beneath the sink to collect the water, and pumping the waste water into the janitor's slop closet in the hall. Four nights later the watchman threw the switch controlling all lights on that floor, thus stopping the pump. The faucet was left dripping and by morning the tank had overflowed to the extent of half an inch of water standing on the vault floor. The water penetrated down to the 7th level floor and damaged records of the Division of Waterways on 10, Vital Statistics on 9, Supreme Court on 8 and Auditor on 7. Some of the oldest Supreme Court records were involved. We brought one drawer down to dry out under press. One case record was practically ruined because the ink on the documents ran. Here again we were seriously handicapped in not having repair room facilities. Miss Santarelli called Mr. Gillen and Mr. Walsh who were very much excited over the affair. Mr. Walsh ordered the tank out and we found a corner of the Janitor's room where the tank could be installed. Later it was decided to keep the tank where it is and to instruct the watchman to check this vault twice a night. Neither the Department or Public Health nor the Secretary of State were able, or willing to spend the money to make the change. I say willing, because it is obvious that the present location is more convenient for the department. I have objected verbally to the decision, as I feel that a recurrence of the flood is likely.

An attachment to the Photostat for making offset printing plates is being installed in the Laboratory. A splicer for 35 mm. film has also been added.

The Conference Room was used as follows:

State Records Commission, April 7
Film Preview, April 8
State Library staff meeting, April 6
Talk on archives to Pekin High School Civics Class, April 29

The Waterways Division asked to use one of our Recordak machines for checking some film they had obtained from the federal government. As this involved disturbing proof-reading out loud and was going to tie up one reader constantly for three months we had to request them to make other arrangements.

New Art Metal equipment has been installed as follows:

34 6-drawer files in Bays 7, 8, 18, 19, 20 of Level 12
14 " " " " 2, 3, 9 of Level 5
1 5 x 8 card drawer file in Bay 19 Level 5
8 sliding shelf units in Bay 11 Level 4
26 " " " " 13, 14, 15 Level 6

Mr. Gillen discussed the Archives Building - its planned use - with me in connection with his survey of reallocation of State building space after completion of the New State Office Building. He says he understands the physical handicaps under which the Illinois Documents Department as well as the Archives

are laboring, and he promises that no other Department will be moved into the Archives Building after the present tenants move out.

Staff Work:

I have started the task of revising the card catalog. Except for the Canal record cards added by Miss Scheffler and an occasional analytical card we have been unable to do any archival cataloging for about ten years. Many of the cards now in the file give obsolete information and many of the newer series are not represented there at all. The staff has relied upon the inventory for catalog information, and since that finding aid is being kept up to date, that is adequate for ninety-five per cent of our reference work. Because all present members of the staff have been here a number of years and so are familiar with our holdings we ourselves have not missed the catalog. However, we should have a catalog, though I believe we are the only archival agency which does attempt to have anything further than descriptive guides. The catalog serves chiefly from the subject and functional angle. Full cataloging would take so long as to nullify the purpose of the catalog - that is, to give an accurate statement of our complete holdings. I am, therefore, using certain short cuts which I believe may be the answer to the problem.

These cataloging procedures will be described in a future article for Illinois Libraries. In brief what I am doing is as follows: From the shelf list I am typing cards for each series, giving call number, name of department, archival classification and subclassification, if any, title of series, inclusive dates, and quantity. Normally this should be followed by a description of the contents of the series and other bibliographical data. In most cases the classification and the title indicate the purpose of the series sufficiently to indicate whether or not it would be apt to contain the type of material for which the searcher is looking. Open entries are indicated thus: 1898-- A bibliographical note instructs the inquirer; "For detailed list of holdings see shelf list." This obviates the difficulty of keeping up to date in adding dates and volume or drawer numbers, a difficulty enhanced by the irregularity of accessions. Fuller bibliographical notes can be added later as needed or as time permits, without retyping the cards. Added entries are traced on the back of the card as in the case of library cataloging. We use comparatively few subject or functional cards, however, using cross references where there would be multiple entries per series. For instance, instead of writing several hundred cards with the subject "Civil War, we use a reference card reading: "Civil War", see also Adjutant General: "Civil War Records." Of course, we use added entry cards in cases where there would be only one or two series involved and in making necessary analyticals. As will be noted in our cataloging statistics, we are treating all series cards as new catalog entries, whether or not new cards are being typed, so that we can know how many series there are in our holdings for each department. The series, it should be noted, is the catalog unit used in archival description. The archival term "series" does not mean the same as the library

"series," just as archival "classification" is also a different concept. I cannot estimate the length of time it will take to do this cataloging job because I cannot estimate the amount of time I can give to it. For instance, I had expected to complete all entries for records on Level 12, but have not had any time to work on the project for over a week. I hope I can complete this by the end of the year but am making no promises. I am spending considerable time on editorial duties on Illinois Libraries.

Miss Scheffler is still in the "nearly finished" state with Canal records. The ones on which she is now working are chiefly "snags" which go slowly. She has moved the bound records into the new sliding shelf units. This will not only facilitate reference use of the records but also will be less damaging to the binding. Formerly these large volumes were shelved upright on shelves. Removal of one volume was apt to spill the rest of the contents of the shelf onto the floor.

Mr. Cassidy's main project, aside from reference and general administrative duties, is the indexing of insurance reports as explained in the March report. He completed 32 volumes for the years 1904-06 in April but hopes to step up his out-put to at least 50 volumes per month.

Mr. Rountree and Mrs. Robeson are filing Corporation reports. Mr. Rountree has filed the letters "x - z" and some of the letter "W", Mrs. Robeson has completed the letter "L". Both, of course, have other miscellaneous duties. Mr. Rountree as head of vaults has had considerable shifting and moving to do as usual, and has taken the Reference Desk on a number of occasions. Mrs. Robeson has had other minor filing jobs.

Mrs. McFadden is largely occupied at this time of the year with Reference Desk duties. We have many visitors. She is also indexing the 1850 census. She is on the largest county, Cook. She has also done some Corporation filing.

Mr. East has spent most of his time on mail reference work. He also contributed an article based upon archival records, about Santa Anna's famous cork leg. This is being published in the April issue of Illinois Libraries.

In other words, the archives staff has been jogging along this month, each performing his or her own duties, making progress towards better controls to permit better servicing of the archives, but none doing anything spectacular or newsworthy.

Staff Notes:

Mr. Quonn was sent home for several days at primary election time.

Mr. Rountree has become interested in writing a history of Negroes in Illinois.

Visitors:

Miss Martha Stucki of the Pekin Community High School brought her Advanced Civics Class on April 29. There were 35 in the group and I showed them some of our treasures. I enjoy this group more than any others of those making annual tours of the building, for they are always courteous, interested, and ask many questions.

The 8th grade of Kincaid also visited us.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

April 1954

	<u>Documents</u>	<u>Vol.</u>
Secretary of State		
Index Department		
Deeds to State Property 2 cases	10	
Leases and Contracts # 8235-8900, 8902-8917	672	
Bonds of State Officers # 1808-1996	188	
Elections:		
Senatorial Organization	202	
Senatorial Resolutions	202	
Department Public Works and Buildings.		
Division of Waterways		
Ill. and Mich. Canal Property Survey		
Plat sheet tracings	21	
Field Survey Books		21
Illinois Legislative Council		
Newsletter to Members of General		
Assembly. 1948-54	<u>30</u> 1325	<u>—</u> 21

ARCHIVES REFERENCE

April 1954

State Business

In Person

Secretary of State

Corporation Department

Annual reports	138
Index cards	65
Fee book	3
Correspondence	3

Executive Department

Certificates of Qualification	2
Pardon and Parole	2
Trade Marks	10
Notary Bonds	7

Index Department

Election records	16
Enrolled laws	10

Governor

Correspondence	3
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General Assembly	26
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Registration and Education

Applications for Professional License:

Real Estate Salesmen	6
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Waterways Division	122
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Service Recognition Board	10
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By Mail

Service Recognition Board	54
Referrals to other Departments	8

ARCHIVES REFERENCE

April 1954 (cont'd)

Family History

In Person

Census records

1840	5
1850	9
1880	5

Civil War Service Records	92
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Spanish American War Service Records	5
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Name Index	38
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By Mail

Genealogy	41
-----------	----

Civil War Service Records	21
---------------------------	----

Spanish American War Service Records	2
	<hr/> 216

History

In Person	11
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By Mail	1
	<hr/> 12

Archival Technique and Advisory Services (exclusive of State Records Commission work)

In Person	1
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By Mail	6
	<hr/> 7

Illinois Libraries

Mail	4
	<hr/> 4

Grand Total

626

ARCHIVES CATALOG

April 1954

Archives Catalog	<u>Series</u>	<u>Secondary</u>	<u>X-Reference</u>	<u>Withdrawals*</u>
Adjutant General				
(Records other than Civil War)	42	17	19	2
Civil Service Commission	6	2	0	5
Court Claims	1	0	2	1
Securities Department	11	4	8	11
Canal Records				
I. & M. Canal Commissioners and Trustees Proceedings, 1829-1917, 10 vol.		72		
Newspaper Clippings, 1 vol.	—	—	—	—
	60	85	29	19
Net No. Cards added,	174			

*We are bringing our card catalog up to date, checking with the newly revised inventory. In order to have complete statistics on the total number of series in the Archives, we are counting all series cards as new cards, and where we are using the old series card we are counting it as a withdrawal. Some withdrawals represent revised cards substituted. The secondary and cross reference cards listed in this report are new cards and not a count of the total number of cards for the series.

Name Index

Cass County Federal Census 1840	551 cards
Cook County Federal Census 1850	<u>1546</u>
	2097 cards

DEPARTMENTAL VAULT ADMISSIONS

April 1954

Adjutant General's Office	8
Architecture and Engineering	3
Attorney General's Office	4
Auditor of Public Accounts	69
Civil Service Commission	6
Commerce Commission	4
Corporation Department	1
Executive Department	32
Finance Department	1
Insurance Department	3
Public Works and Buildings Department	4
Registration and Education Department	32
Securities Department	3
Supreme Court	1
Teachers' Retirement System	28
Treasury Department	18
Waterways Division	1
	<hr/> 223

PHOTOGRAPHIC LABORATORY

April 1954

	<u>Negatives</u>	<u>Positives</u>
Photostats		
State Library	12	4
Archives	37	
Corporation Department	<u>81</u>	-
	130	4

	<u>Negatives</u>	<u>8 x 10</u>	<u>4 x 5</u>
Photographs			
State Library	14	33	
Archives	2	6	
Blue Book	4	4	
Operators' License	<u>2</u>	-	<u>4</u>
	22	43	4

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for May 1954

Accessions.

The most important new accession is the Corporation Department's record of Railroad Articles of Incorporation. These are transcripts of charters and all papers relating to or affecting charter rights of railroad companies, dating from 1872. For about ten years we have been making photostatic recordings of the papers sent in by the companies. This is the first time the Corporation Department has sent these charter records to us, except, of course, those of companies chartered by private act which are included in the Enrolled Laws.

The Champaign County records are security copies sent for preservation under seal for the county. This is the first county to send records of the County Clerk and County Collector. Peoria has sent records of the Recorder and Circuit Clerk. We have those records for Champaign County also.

The Waterways Division plans to transfer the remainder of the Canal records from Lockport soon.

Departmental Vaults.

Records were transferred to their vaults by the Superintendent of Public Instruction and Auditor.

The Attorney General has requested the return of space loaned to the Automobile Department and the Auditor. The Automobile Department has returned its keys to us and the Auditor has promised to vacate the space inside of a month.

The Director of Registration and Education has requested the Division of Vocational Rehabilitation to remove its records from Bay 1 of 9 East. Since this bay was originally assigned to that Division by the then Director of the Department, Miss Binks is within her rights in ordering him out. Mr. Byerly discussed the records involved with me and indicated that he intends to apply to the State Records Commission for permission to destroy them. To date he has not made such an application. There is one small bay vacated by the Farmers' Institute when it moved to Urbana and we can if necessary give it to Mr. Byerly, though I have been secretly hoarding it for an emergency. The records of the Department of Registration and Education need housing in the Archives pending their being microfilmed and the originals deposited in the Archives. If we only had the second floor East back to house the three microfilming projects now in process!

Staff Notes.

Changes in the staff take precedence over work reports for the month. Mrs. Anna Margaret Robeson, Clerk, was dismissed on May 11 with 10 days vacation; Mrs. Florence McFadden, Clerk, on May 17 with vacation to May 31. Mrs. Robeson had been in the Archives seven years and Mrs. McFadden twenty-one years. Their places have been taken by Miss Elnora Still and Miss Marilyn Crowley, respectively. Miss Crowley had formerly worked in this building in the Drivers' License Division. Both girls have had typing and stenographic training and Miss Crowley knows filing. Both are taking hold well and seem to fit into the staff nicely. Miss Crowley has been on the job since the 17th and Miss Still since the 24th. There will be adjustments made in work assignments to make maximum use of their skills.

Mr. Helm has been made a 33rd degree Mason, honorary degree of highest rank in the order.

Mr. Quonn was author of an article on early Metropolis newspapers which appeared in the "Hey Sam!" column by Sam L. Smith of the Metropolis News, May 6, 1954.

Staff Work.

I have continued as acting editor of Illinois Libraries. The March and April issues came out in May and the May issue is in galley proof stage and should come out about the second week in June. June issue will go to press as soon as enough articles are received. They are coming in slowly. Mrs. Langston will do the September issue on statistics. I am willing to continue the mechanical part of the editorial work but some one more familiar with library personnel and library interests should solicit articles next fall and winter if Miss Rogers is unable to take up the editorial duties by that time.

The temporary cataloging of the records continues. As explained last month, we are trying to get series and secondary cards and cross references for all series in the catalog as rapidly as possible, with the thought that more detailed descriptions can be added as needed later. The twelfth level of the Archives vaults is completed. Series cards have been typed for all main series in the eleventh level, but most of the volumes, particularly those for the Insurance Department will have to be handled to secure fuller information than we now have on the nature of the series. There will also be numerous analytical cards for this level which contains, among other records, such county archives as we have and the very miscellaneous "Miscellaneous File." It is to be understood that many series, particularly on the second and third levels have already been cataloged and need only to be brought down to date. We hope to complete an average of one level each month.

Mr. Cassady has completed another 40 volumes of indexing of Insurance reports, reaching Fire 1908 Vol. 287. He and Mr. Rountree checked in new accessions. The Corporation volumes required more shifting--the election and Constitutional Convention volumes being moved to Level 5 and some of the General Assembly records on that level had to be shifted to make room for the election records. Mr. Cassady also assisted with reference searches and is training Miss Crowley in her new duties.

Mr. Rountree has been continuing Mrs. McFadden's indexing of the Cook County census of 1850. She had run into a confusing duplication of page numbers and it seems advisable for some one who understands this to complete that section of the county before starting Miss Crowley on this indexing. He has done some preliminary filing of some 1953 Not for Profit reports which came over with those returned at the end of the month and has filed away records which had been returned. He has apparently made no progress with the Corporation filing this last month. Miss Still is unfolding and stapling reports for him but neither she nor Miss Crowley will be able to assist him in the actual filing. I can think of nothing which is apt to take him away from filing most of the time this month. Miss Crowley has been doing some preliminary filing of Corporation Cards and I think will be able to do regular filing of them soon. That work can be done at her desk.

Mr. East continues to handle the mail reference. We use the National Archives system of counting reference calls, but it is difficult to evaluate the work either quantitatively or qualitatively. We count one letter as one call, though it may involve search for several names in several counties both in the census and war service records. One inquirer requested and received 15 service records on 14 veterans. Mr. East reports that in the last 12 months he has handled mail reference from 31 states requesting information on family history. California and Illinois had the most numerous inquiries, each presenting 32. 31 states in all were represented; one inquiry was answered from England. The largest number of inquiries came from western states, and many involve Mormon families who had been in Illinois. Mr. East also checks in the county microfilm we receive. An article by him on "Santa Anna's Cork Leg," based upon archival material, appeared in the April issue of Illinois Libraries.

I continued to answer requests for information on archival technique. Among those which came in this month were: a request for all we have published on Records Management, from the Tennessee archives; request for names of firms doing lamination from Division of Waterways; a critique on microphotography from the Council of State Governments; a questionnaire on audio visual archives, by Committee on Audio-Visual Materials of Society of American Archivists; correspondence with archivist of Oregon about the new Haas Laminator (about which we are both skeptical though it is being used in one of the Canadian provinces); request for copy of our latest biennial report, by News Editor of

American Archivist; information about structural details of the Archives Building by the Archivist of De Pauw University (planning a new library building there which will incorporate archives of the University and of the Methodist Church); text of the mottoes on the Vocational Archives Building, by the Illinois State Historical Library; correspondence with a Mr. E. A. Fisher of Alabama who is interested in creation of a Civil War Centennial Commission; and of course, discussions in person, by phone, and by letter (not listed in statistics) about Record Commission matters.

Miss Scheffler reports that she has made work sheets for 32 volumes of accounting and construction records of the Canal. Mr. Anderson, engineer of the Division of Waterways, has consulted with her about the way to handle these and other items. She has worked with him constantly on his project, but this reference work does not seem to have been reported for statistics. She has also checked about 500 of the 1100 maps listed in the Waterways Index, trying to reconcile this with her catalog entries. She also acted as hostess to Mr. Dunningham, a librarian from New Zealand who spent May 25th at the library. She has been appointed "Meals Chairman" for the annual meeting of the Illinois Library Association to be held in Springfield November 4-6, 1954.

Visitors.

In addition to the New Zealand visitor, who spent only half an hour in the Archives, we have had the usual large number of schools touring State Buildings.

Dr. Henry Tatter who did considerable thesis work here some years ago visited me one day. He has recently resigned from the University of Denver History Department to devote full time to Camp work. He and his wife have operated a Camp for Girls at Watervliet, Michigan for a number of summers. He is making plans to start a Pioneer Co-educational Camp where the youngsters would go into a wilderness (probably in the out-over timberlands of Michigan) and live the kind of life the pioneers did--being taught pioneer crafts and nature lore. He says there is a growing demand for that sort of life from youngsters who have thrilled over such restorations as New Salem. His plans are still nebulous, but I think he has something there. Particularly I was interested in his own development from a rather anemic colorless graduate student into a self confident handsome (almost too Hollywoodish in appearance) man of considerable "presence."

Mr. Behkens, a retired history teacher of Elmhurst, who has had considerable influence on the Junior History Group work of the Illinois State Historical Society spent a day here enroute to the Spring Tour of the Society. He was seeking information about the influence Lieutenant Governor Hoffman on Governor Yates and particularly for proof that Hoffman was actually the author of the famous Proroguing Message of 1863. Much to our surprise

our records confirmed this information and supplied other data. I first met Mr. Behrens at the Detroit Meeting of the Association of State and Local History last year, but Mr. East and he have been friends for some years.

A Dr. Mansfield of Peoria has spent the past two weeks here doing research on his family. He has been using census records and has called for over 75 Civil War service records.

Mr. Ifftner, Assistant Director of the Department of Agriculture, spent an hour or more with me one day discussing the records of his Department. He was surprised that so few were in the building and plans to make a systematic search particularly for the older records.

Archives Building.

The Art Metal Constructions Company has completed installation of 48 filing cabinets, 34 sliding shelf units and 1 card drawer unit. We did not have some of the sliding shelf units bolted together because we were uncertain about where they might most be needed. This was fortunate because we had to move several to the 5th level when we did the shifting there. Thus we saved the expense having to send for mechanics to do this for us.

The Conference Room was used for the State Records Commission meeting May 5, the State Library Staff meeting May 4 and the Film Preview May 12. I also attended Secretary of State Carpentier's Supervisors' meeting in the State House on May 5.

The office was closed for Memorial Day, Monday, May 31.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

May 1954

	<u>Documents</u>	<u>Vols.</u>	<u>Misc. Reels</u>
Secretary of State			
Index Department			
Deeds to State Property 2 cases	12		
Legislative Journals, 1953		44	
Corporation Department			
Fee Book		2	
Certificates of Issuance		2	
Railroad Articles of Incorporation		90	
Index Cards	5,246		
Bookkeeping Department			
Duplicate Payrolls		4	
Registration and Education Department			
Applications for Professional License			
Apprentice Pharmacy	26,604		
Registered Pharmacy	20,007		
Champaign County Recorder			
Records of County Clerk			137
Records of County Collector			47
Illinois Legislative Council			
Records of Commission to Study State Government	<u> </u>	<u>10</u>	<u> </u>
	51,869	152	184

ARCHIVES REFERENCE

May 1954

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	69
Index Cards	46
I. O. Railroad vol.	1
Correspondence	2

Executive Department

Land Patent	2
Certificates of Qualification	1
Proclamation	1
Executive File	2
Executive Register	2
Notary Bonds	15
Trade Marks	6
Interstate Compact	1
Executive Warrant	1

Index Department

Elections	6
Enrolled Laws	17
Petition	1
Deeds to State Property	1
Leases and Contracts	1

General Assembly

Miscellaneous	16
House Journals	2
Senate Journal	1
Resolutions	1

Service Recognition Board

3

Liquor Control Commission

6

Registration and Education Department

Real estate broker	1
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Waterways Division

3

History State Departments

2

ARCHIVES REFERENCE

May 1954 (cont'd)

By Mail

Secretary of State

Executive Department

1

Service Recognition Board

36

257

History

In Person

Secretary of State

Executive Record

3

Executive File

1

Governor

Correspondence

4

General Assembly

1

Secretary of State

Miscellaneous Records

1

History Collection

1

County History

3

Laws

4

Atlas 1870

1

Agricultural Census

1

By Mail

4

25

Family History

In Person

War Service Records

Black Hawk War

2

Civil War

39

Spanish American War

2

ARCHIVES REFERENCE

May 1954 (cont'd)

Family History (cont'd)

In Person (cont'd)

Name Index

27

Census Records

U. S. Census

1830

6

1840

4

1850

5

1860

3

1880

5

Mortality

1

State Census

4

By Mail

War Service

Civil War

35

Spanish American War

1

Family History

31

165

Archival Technique*

In Person

2

By Mail

7

9

*Exclusive of State Records Commission Interviews, etc.

County Officials

Consultation Service

By Mail

2

2

Grand Total

448

ARCHIVES CATALOG

May 1954

Name Index

1850 Census

Cook County

1513

Illinois and Michigan Canal

59

	<u>Series</u>	<u>Secondary Cards</u>	<u>X Reference</u>	<u>History</u>
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Catalog

Adjutant General

Civil War Records	89	101	45	1
Spanish American War	4			
Highway Division	<u>1</u>	<u>—</u>	<u>1</u>	<u>—</u>
	94	101	46	1

Old Series Cards (reported earlier)

Mines and Minerals Department	6
Treasurer	46

DEPARTMENTAL VAULT ADMISSIONS

May, 1954

Adjutant General's Office	5
Department of Agriculture	1
Architecture and Engineering	1
Attorney General's Office	5
Auditor of Public Accounts	63
Civil Service Commission	8
Corporation Department	3
Commerce Commission	3
Court of Claims	2
Executive Department	28
Finance Department	1
Insurance Department	1
Liquor Control Commission	4
Department of Mines and Minerals	2
Superintendent of Public Instruction	5
Public Works and Buildings Department	2
Department of Registration and Education	36
Securities Department	4
Supreme Court	1
Teachers' Retirement System	37
Treasury Department	17
Division of Vocational Rehabilitation	1
Division of Waterways	<u>5</u>

235

PHOTOGRAPHIC LABORATORY

May 1954

	<u>Negatives</u>	<u>Positives</u>
Photostats		
State Library	22	
Archives		
For Auditor	96	
For Index Department	6	
Corporation Department		
Recording	<u>24</u>	
	148	

	<u>Negatives</u>	<u>8 x 10 Prints</u>
Photographs		
State Library	12	44
Archives		2
Public Relations		12
Automobile Department	2	7
Drivers' License	7	85
Blue Book	12	24
Secretary of State	—	<u>22</u>
	33	196

Moving Picture

History of Aeronautics
(for Corporation Department)

100 ft. film

ARCHIVES BUILDING ADMISSIONS

After Hours

May, 1954

Ed. Pawlown	Elevator Mechanic	1
Harold Fuller	Dept. Public Health	1
James M. Walsh	Supt. of Buildings	<u>1</u>
		3

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

June 1954

Accessions.

Accessions for the month were minor as shown by the statistics.

Departmental Vaults.

The following Departments moved records into their Vaults:
Auditor of Public Accounts and Registration and Education Department.

See also Archives Building.

Staff Work.

I am continuing the streamlined type of cataloging designed to get cards in the catalog for all series listed in the Shelf List Inventory, and particularly to get subject, function and cross references into the catalog to serve as an index to the Shelf List. In view of the several new staff members this is imperative. I have set as a goal a minimum of one level of vaults per month, but rather exceeded that in June, though I did not complete level 11 but worked on 2 other levels. On account of the heat I have not worked in the vaults at the lengthy job of affixing call numbers to the volumes. In brief, this streamlined cataloging omits detailed descriptions except where the title is not sufficiently indicative of the nature of the contents. Cross references are given to classifications under departments instead of typing hundreds of secondary cards. For instance, instead of 90 subject cards "Civil War" for that many series of Adjutant General's Civil War Records we make one cross reference card:

CIVIL WAR

see also

Adjutant General

Civil War Records

I have continued to serve as acting editor for Illinois Libraries, the June number going at galley proof stage.

Mr. Cassady and I have been working on a revision of the staff manual to cover all phases of "Packing" in the Vaults and Vault procedures in general. We have drawn up a tentative revision of our Corporation report filing rules.

Mr. Cassady and Mr. Rountree have devoted most of their time to training and assisting the three new staff members - the Misses Crowley, Still and Daigh.

Mr. Cassady has indexed 29 volumes of insurance reports: Fire Insurance vol. 287-316, 1907-10. Mr. Quonn has typed up the shelf list so far as Mr. Cassady has gone and is making a card index to be filed in a separate card file by name of the Company.

Mr. East, Mr. Quonn, Miss Crowley and Mr. Rountree are all doing census indexing as pick-up work, so we may eventually complete that project. Miss Croweley is making rapid progress on the work.

Miss Scheffler has spent a major part of her time in June catching up on the filing of the census cards, interfiling some 9500 and making cross references. She has also assisted Mr. Anderson, the Waterways Engineer, who has been doing research work on the Canal here for the past several months.

Miss Crowley has made a quick and satisfactory adjustment to the duties at the Archives Reference Desk. She has poise, dignity and graciousness and has sense enough to call for help when things come up about which she is unsure. She has typed folders for the primary election returns for 1954 which we expect to receive at any time now. She is indexing 1850 census records and filing Corporation index cards, in addition to servicing desk calls.

Miss Still is being trained to take over Mrs. Robeson's work. As she has had no previous filing training or experience this has to be done gradually. She is unfolding and stapling Corporation reports, doing preliminary filing of Corporation index cards (combining 3 alphabets) and is typing some census index cards made by Mr. East.

Miss Janice Daigh who joined the staff as summer extra help on June 25th, is unfolding, cleaning and filing Civil War regimental administrative papers, continuing work done by summer clerks working here the past few summers. She has done the 54th-56th regiments.

We are very much pleased with the quality and personality of the new staff members.

Mr. East continues to be occupied largely with mail reference. While the number of Service Recognition Board letters has started to ease off, more of them have to be answered individually rather than by form letters. The number of genealogical requests remains about the same. Many appear to be from members of the Mormon Church to whom genealogical research is a religious duty. Exclusive of the Service Recognition Board which we do not record by locality, mail reference letters have gone out to 22 States and 12 Illinois cities and towns. California led with 11 requests; Kansas and Indiana sent 5 each; Iowa and Arkansas 4 each; Washington, Nebraska and Colorado 3 each; Oregon, Texas and Washington, D. C. 2 each; while Kentucky, Louisiana, Michigan, Minnesota, Montana,

New York, North Carolina, Oklahoma, Rhode Island, Virginia and West Virginia made 1 request each. Illinois cities and towns represented were Carthage, Champaign, Chicago, Freeport, Hamilton, Harrisburg, Litchfield, Marshall, Meredosia, Odell, Ramsey and Springfield. Of these 2 were from Springfield and 3 from Chicago. Census search was made in 19 counties.

Personnel.

Mr. Cassady took one week of his vacation June 12-19. Miss Janice Daigh, a 1954 graduate of Springfield High School, began work as summer extra help June 25. I am happy to be able to report that all three new assistants, Miss Crowley, Miss Still and Miss Daigh are fitting into the staff harmoniously and efficiently. A report on what each is doing is given under the heading Staff Work.

Visitors.

Mr. Leslie Dunlap, Associate Director of the University of Illinois Library called on June 17.

Dr. Johan Hvidtfeldt, Landesarkivet of Viborg, Denmark, visited the Archives June 23. In addition to heading the Provincial Archives at Viborg he is a member of the Commission on Business Archives for Aarborg. Dr. Hvidtfeldt, who speaks perfect English without the slightest accent, is in this country to attend an international Rotary convention. He has visited the Archives of Oregon and Colorado. From here he went to Chicago. He was to visit Newberry and University of Chicago, then going to Madison, Maryland, Virginia, Washington and New York City. I am afraid he found little helpful to him here as his archival agency is quite unlike our own in organization and governmental background. As with most European archives the National Archives at Copenhagen has general charge of all local archives and nominally Dr. Hvidtfeldt is under that agency and at the same time independent of it. Viborg is said to be the oldest town in Denmark and was the ancient capitol of Jutland. I could not understand just what work he does since his archives is not the archival agency for a government such as our State government. I gather that he has supervision over the records of the various towns and townships in his region. He described himself as a regional archivist not a state archivist. I presume that like most European archivists he is primarily concerned with historical documents. He is personally very much interested in business history records. He asked many questions about the applicability of microphotography to archives and was interested in my remark that current thought in this country is discounting the early theory that microphotography is less expensive than storage. I urged him to visit the Baker Library at Boston and the National Records Management Council in New York even if he had to omit other scheduled stops on his itinerary. Unfortunately, Dr. Hvidtfeldt had to return to Chicago the same day so I was unable to extend our customary hospitality.

State Records Commission.

Several days the last of the month were spent by me in bringing our index to State Records Commission authorizations down to date. We have now operated for 12 months under the 1953 revision of the State Records Commission Act which broadened our powers, particularly in the matter of permitting us to set up retention schedules.

In the past twelve months the Commission has taken action as follows:

Record Retention Schedules

274 categories on 22 applications from 9 departments

Record Destruction (limited periods)

288 categories on 38 applications from 9 departments

Substitution of microfilm copies for originals

29 categories

14 applications from 3 departments

Archives Building.

Air conditioning has been installed in the offices on the first, second and third floors, east end of building. The Public Health Department plans to leave this behind when they move to the new Office Building, so we are that much to the good from their moving into the Archives Building. Entrance doors are also being installed.

The Basement corridor floor has been repainted, and Basement and Departmental Vault floors resealed. Door and door-frames in the Basement have been repainted in an attractive walnut brown color. New rubber matting has been installed in the Basement corridor.

The Auditor of Public Accounts is installing an electric drinking fountain in the 7th level corridor.

The Registration and Education Department has done some rewiring in its vault to provide outlets for their photographic equipment and better lighting for its staff.

There are between 15 and 20 persons now engaged in work relating to microphotography in the Departmental Vault section. Some are working in the corridors. It is urgent that the space originally allocated to Departmental Vault clerks be made available for their use as soon as the Health Department moves out of the building.

The Vocational Education Commission Division of Rehabilitation has consented in writing to sharing its Bay (9 E 1) with Registration and Education Department which is in dire need of more filing space. Mr. Byerly is applying to the State Records Commission for permission to destroy files now in this Bay.

The Photographic Laboratory has been rearranged in connection with the installation of a new Robertson Photo-Mechanix Model 17, the equipment with which offset printing plates are made. It is our understanding that most duplicated materials formerly mimeographed are to be processed via offset printing in the future. 17 plates have already been made. The Laboratory will make the plates but the printing will be done in the Secretary of State's Multigraph Department. In connection with this installation both Recordaks have been moved to the old Addressograph Room where each of the photographers now has his own desk. Mr. Helm is using the glassed-in office as his office. A service man moved the Recordak and serviced both machines. Equipment has been moved around to give more efficient lay-out to the Laboratory.

The Conference Room as used as follows:

- June 2. State Records Commission
- June 3. Film previews
- June 8. Staff meeting

Respectfully submitted,

Archivist

ARCHIVES ACCESSION

June 1954

Documents

Secretary of State

Index Department

Deeds and Abstracts to State Property 21
(2 cases)

Election Returns. Judicial Election 10
1954 31

ARCHIVES REFERENCE

June 1954

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	96
Index Cards	27
Railroad Records	5

Executive Department

Notary Bonds	13
Trade Marks	3
Executive Records	2
Pardon Records	2

Index Department

Enrolled Laws	29
Deeds and Abstracts	3
Election Records	2

General Assembly	39
------------------	----

Service Recognition Board	5
---------------------------	---

Governor

Correspondence	2
----------------	---

Registration and Education Department

Real Estate	2
-------------	---

Division of Waterways	15
-----------------------	----

History of State Departments	3
------------------------------	---

By Mail

Service Recognition Board	36
	<hr/> 295

History

In Person

Historical Records Survey	1
State House Art	1

By Mail

	1
	<hr/> 3

June 1954 (cont.)

Family History

In Person

War Service Records

Civil War	115
Spanish American War	5

Name Index	18
------------	----

County Histories	2
------------------	---

Census records	
1830	1

Federal Census	
1830	6

(Including examination of all
film by one person and 5 other
calls)

1840	12
------	----

(Including examination of all
film by one person and 11 other
calls)

1850	13
------	----

1860	9
------	---

1880	4
------	---

1860, 1870, 1880 Mortality Schedules	3
--------------------------------------	---

State Census	
1855	6

By Mail

War Service Records

Revolutionary War	1
Black Hawk War	1
Civil War	24
Spanish American War	3
World War I	1

Family History	31
----------------	----

ARCHIVES REFERENCE

June 1954 (Cont.)

Archival Technique

By Mail

5 5

State Records Commission

Mail

1 1

Illinois Libraries

Mail

2 2

Miscellaneous

Mail

2 2

Grand Total

561

ARCHIVES CATALOG

June 1954

Catalog Cards

	<u>Series Cards</u>	<u>Secondary Cards</u>	<u>Gross References</u>	<u>Withdrawn Cards</u>	<u>History Cards</u>
Fort Massac Trustees	1				
State Library	1	2			
Historical Library					
War records	2	1			
Soil Conservation Districts Board	1	1			
Tax Commission	1	9	5		
War Council (World War II)	1	3	1		
H. R. S. Inventories	1	10	10		
Governor	4	116	4	1 (series)	
Secretary of State					
Accounting Dept.	5	27	29	90	
Bookkeeping Dept.	36				
Service Recognition Board					
(World War II)	24	32	12		22
(World War I)	1	1	3		
Registration and Edu- cation Department (Plus 10 previously reported)	51	102	33		
Structural Engineers Board	1				
Architects Examining Board	2				
Pharmacy Board	2				
County records (13 counties)	88	111	29	62	
H. R. S. transcripts of County Board Proceedings	1				
	124	415	126	162	22

ARCHIVES CATALOG

June 1954

Name Index

United States Census

Bond County	1840	824
-------------	------	-----

Cook County	1840	840
-------------	------	-----

Cook County	1850	4376
-------------	------	------

Cross Reference Cards		<u>225</u>
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		6263
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DEPARTMENTAL VAULT ADMISSIONS

June, 1954

Adjutant General's Office	4
Division of Architecture and Engineering	2
Attorney General's Office	4
Auditor of Public Accounts	57
Civil Service Commission	8
Corporation Department	3
Commerce Commission	4
Executive Department	28
Finance Department	2
Historical Library	2
Index Department	1
Superintendent of Public Instruction	3
Public Works and Buildings	1
Department of Registration and Education	37
Securities Department	1
Supreme Court	1
Teachers' Retirement System	22
Treasurer's Office	10
	<u>182</u>

PHOTOGRAPHIC LABORATORY

June 1954

Offset Negatives

22

Photostats

Negatives

Positives

State Library

41

1

Archives

4

For Waterways

103

For Adjutant General

4

Corporation Department

18

170

1

Negatives 8 x 10 16 x 20 11 x 14 5 x 7 4 x 5

Photographs

State Library

5

12

1

Blue Book

12

8

12

Secretary of State

24

24

Drivers' License

for T B 9

4

—

—

—

—

16

33

48

1

8

12

16

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

July 1954

Accessions:

Accessions for the month were routine in nature as shown by the statistics.

Departmental Vaults:

The following Departments sent records to their Departmental Vaults: Auditor (3 times), Liquor Control Commission, Superintendent of Public Instruction, Teachers' Retirement.

Staff Work:

I have continued the cataloging and re-cataloging of archival series, having completed all records of the Corporation and Index Departments and most of the series for the Insurance and Executive Departments. The Anti-Trust Department series were counted but these cards were not done over. Most of the series noted had been cataloged about 1940 but so many additions have been made since that time that in most instances the cards had to be re-typed. This accounts for the large number of withdrawals. We no longer attempt to keep the cards up to date by additions to the open entries. Instead we type on the card, "1896-- ____ drawers. For holdings consult Shelf List Inventory." I continued editing Illinois Libraries, the June issue coming out in July.

Mr. Cassady has been supplying catalog data for the insurance series and has continued his indexing of insurance reports. He has completed Fire Volume 1909, F 317 through Fire Volume 1911, F 350. He continues to assist with mail reference and to do most of the non-routine reference coming through the desk. He has been training the three new archival assistants and continues to relieve me of many administrative details.

Mr. Rountree neglected to file his report prior to leaving on his vacation (though we know he had prepared one). It is thought that he finished filing the letters M - O and is filing in the numbers, Not for Profit Corporations. Miss Still is being trained to take over some of the Corporation filing as there is too much work for one and Mr. Rountree has too many other duties to keep it up to date. Miss Still unfolds and staples the shorter half of her day, and is working on the Corporation Index Cards. She first combined several thousand cards which had come over at various times, getting all cards from M - Z into one alphabet. She is now working on the main alphabet of the Index Cards, having filed all the A's and part of the B's. She also alphabetized the Cook County census cards

indexed by Miss Crowley during the month. She is also typing on some old name index cards for Bond County. Although Miss Still has had no training in filing she is a careful worker and asks questions when she is not sure. I believe she will develop into a good file clerk.

Miss Daigh's temporary appointment was made permanent on July 22nd. She has continued with the unfolding and re-filing of Civil War miscellaneous records, and is now working on the 99th regiment. There are 156 plus some varied companies such as cavalry, artillery and independent companies. Later we intend to train her for census indexing.

Mr. East spent most of his time on mail reference. He remarks, "A number of inquiries required search for more than one name. Seven veterans were named in one letter requiring search of Service Recognition Board records. Six families were named in one request for search of a census record in a single county. One inquiry involved search of the census of three counties. Microfilm service was made available to Miss Feld of the Auditor's office who wished to check signatures of three claimants who filed for Illinois bonus ... More than one day was occupied with re-checking names in the 1840 Federal census of Boone County re-indexing." Mr. East fails to report that he has a number of times sent information from his personal files to patrons. Recently he supplied such data to a descendant of an early Peoria settler.

Miss Scheffler spent most of the month filing in the name index. She is serving as chairman of the Library Exhibit Committee on "Know Your Illinois" (to be put in place for Fair Week. She is also preparing an extensive archival exhibit on Roads - Then and Now. This will tie up with the current publicity on the new Illinois Toll Roads. It is planned to be on historical presentation of road making in Illinois. In this connection I spent four days on a bibliography of specific road legislation. My History of State Departments gave a bibliography of general road Acts only. Miss Scheffler is also preparing a State Fair exhibit for the Archives. This being an "off year" in the centennial General Assembly--a special session only having been held in 1854--we do not have as much to show as usual. However, we shall illustrate a senatorial apportionment Act and the centennial of the office of Superintendent of Public Instruction.

Miscellaneous Notes:

The office was closed July 5. On July 14 Springfield had the hottest day on record--113.8°. The staff was dismissed at 3 P. M.

The State Records Commission met in the Conference Room July 7. The room was also used for a State Library Staff Meeting July 1 and for a committee meeting July 27.

Mr. Carpentier's picture was hung in the Conference Room after many delays—July 15.

An extension phone off the Reference Desk, 465, has been placed on Mr. Cassady's desk.

The fire alarm system has been re-checked at my suggestion. Formerly the alarm rang in the city fire station on Second Street and in the old Power Plant, both now abandoned. The alarm had been connected with the central fire station. In addition to the new power plant the alarm will also ring at the main watchman's desk in the State House.

We have loaned 400 9" shelves to the Vital Statistics Division's Departmental bays on Level 11. The book to be placed on these shelves are to be transferred to the Archives after they have been microfilmed for departmental use.

The State Library staff viewed the film "Freedom to Read" in the Centennial Auditorium on July 28.

Only a small proportion of our visitors register. Of those that did register last month, we note that 30 Illinois cities and towns were represented, 12 states and 1 foreign country (Scotland).

Solon J. Buck, Assistant Librarian of Congress, formerly Archivist of the United States, will retire on August 21st. The Archivist upon invitation contributed a letter to be added to a bound presentation volume which is to be given to Dr. Buck at a luncheon. Dr. Buck and I have been close personal friends for nearly forty years.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

July 1954

	<u>Documents</u>	<u>Cards</u>
Secretary of State		
Index Department		
Deeds and Abstracts to		
State land		
(3 cases)	19	
Corporation Department		
Index Cards	—	4,560
	19	Est. 4,560

ARCHIVES REFERENCE

July 1954

State Business

In Person

Secretary of State

Corporation Department

Annual reports	48
Fee book	1
Index cards	20
Correspondence	1
Railroad volumes	3

Executive Department

Executive File	4
Land records	
Certificate of Purchase	2
Salines	11
Notary bonds	6
Trade Marks	4

Index Department

Deeds and abstracts	4
Elections	6
Enrolled Laws	12
Session Laws	4
Miscellaneous File	1

← General Assembly 6

← Registration and Education

Barbers	2
Medical	1
Pharmacists	2
Real estate	3

By Mail

Service Recognition Board

1
143 143

By Mail

Service Recognition Board

47

190

July 1954 (cont.)

Family History

In Person

U. S. Census

1830	1
1840	2
1850	9
1860	6
1880	3

State Census

1835	2
1865	1

Name Index

13

War Service Records

Civil War	27
Spanish American War	3
World War I	2

By Mail

Family History	34
Revolutionary War	2
Civil War	10

113

History

In Person

Governor's Correspondence	1
Adjutant General's Report	1
County records (HRS Transcripts)	
Jo Daviess County	2
Randolph County Films	1
Road Surveys	2
Perrin Collection	4
Session Laws	13
County History	5
General Assembly	2

By Mail

7 38

Archival Technique

By Mail

3 3

299

47

ARCHIVES CATALOG

July 1954

Name Index:

U. S. Census, 1850

Cook County

Cards

4951

Catalog:

	<u>Series Cards</u>	<u>Secondary Cards</u>	<u>Cross References</u>	<u>History Cards</u>	<u>Withdrawn Cards</u>
Secretary of State					
Corperation Dept.	28	146	25	1	91
Index Department	16	29	23		26
Anti Trust Dept.	3				3
Insurance Department	<u>10</u>	<u>18</u>	<u>28</u>	-	<u>7</u>
	57	203	76	1	127
	203				
	76				
	<u>1</u>				
	337				
	<u>127</u>				
Net Additions	210				

DEPARTMENTAL VAULT ADMISSIONS

July 1954

Adjutant General's Office	5
Architecture and Engineering	1
Attorney General's Office	1
Auditor of Public Accounts	40
Civil Service Commission	2
Commerce Commission	3
Corporation Department	2
Executive Department	23
Finance Department	1
Liquor Control Commission	1
Public Instruction	1
Registration and Education	42
Supreme Court	1
Teachers' Retirement System	25
Treasurer's Office	16
Waterways Division	<u>1</u>
	167

PHOTOGRAPHIC LABORATORY

July 1954

Kodalith Film

110 pieces

Photostat

Negatives

Positives

State Library

5

Archives

11

11

For Corporation Department

30

For Registration and Education
Department

28

For Blue Book

1

For Index Department

4

For Waterways Division

81

160

11

Microfilm

For Historical Library

Newspapers

50 frames, 35 mm.

Photographs

Negatives

8 x 10

State Library

26

Archives

For Illinois Libraries

4

Blue Book

8

28

8

58

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for August, 1954

Accessions:

Accessions were routine, as shown by the statistics.

Departmental Vaults:

Records were taken to their Departmental Vaults by the Auditor of Public Accounts (several fumigator leads) and the Department of Registration and Education.

The Auditor released the keys to Vault 8 E Bays 6-7, borrowed from Attorney General.

Staff Work:

I have continued the stream-lined cataloging, most of the cards made during the month being replacements of older cards made before we moved to this building, also adding new series. New call numbers were necessary for practically all cards.

Mrs. Langston did most of the work on the September issue of Illinois Libraries. The October issue went to press August 28.

The following staff members were on vacation during parts of the month: East, Rountree, Cassady, Quonn.

Mr. Cassady carried on Mr. East's reference correspondence during the latter's vacation (2 weeks). He indexed 11 volumes of Insurance Statements (Fire vol. 350, year 1911, thru Fire vol. 361, year 1912). He also prepared catalog notes on some 60 miscellaneous insurance volumes.

Mr. Rountree finished Corporation reports thru "N" (except about 4 drawers). He also assisted at the Reference Desk from time to time. Miss Still is assisting by unfolding and stapling the reports ahead of him, having done this for the letters O - R. She is filing Corporation Index Cards, having completed the letter C. She also typed addresses on several hundred envelopes for State Fair visitors to the Library booth, alphabetized name index cards and typed on some Bond County Board Minutes index cards made some time ago.

Miss Daigh has completed the sorting, cleaning and unfolding of the Civil War records 97th - 140th Infantry Regiments (omitting the unorganized 121st Regiment). She also addressed State Fair envelopes and helped Miss Scheffler with exhibits.

We propose to use Miss Still for filing and Miss Daigh for indexing. As soon as the Laboratory recovers from the extra State Fair work the boys are to make enlargements of some census microfilms. At present our readers are in such constant use by patrons that we can hardly get them long enough for our mail reference searches.

Miss Crowley is also indexing, working on Cook County 1850.

Mr. East, in addition to his mail reference work, has worked on indexing the Boone County census. On August 30 he spoke before members of the Westerners, a professional and non-professional group of men interested in Western History. This invitation grew out of his recent Illinois Libraries article on Santa Anna's wooden leg. He talked about the Mexican War, his paper being based largely on archival documents. The paper will be published in The Westerner. During Mr. Quonn's absence Mr. East typed all his outgoing correspondence.

Miss Scheffler has devoted all her time this month to exhibits. She was chairman of the committee to prepare the Centennial Building lobby exhibit on "Promoting Illinois" for State Fair Week. She prepared our State Fair exhibit on Roads.

A list of the records shown (via photostat) is appended. There was a special session of the General Assembly in 1854, but this session did nothing spectacular and we wondered whether we could do anything with the material on hand. Two bills were of timely interest, the Act creating the office of Superintendent of Public Instruction and the Apportionment Act. Superintendent Vernon L. Nickell posed with Secretary of State Carpentier in front of the one bill, and Governor Stratton and Mr. Carpentier in front of the second bill. This year there is to be a referendum on a Constitutional amendment on apportionment. One hundred years ago apportionment was also difficult. The General Assembly failed to pass a bill in 1851 and the Governor vetoed the 1853 bill, hence the 1854 special session. In 1854 a compromise bill was passed by which the senatorial and representative districts were different. One senator was elected from each senatorial district. Representation varied from one to three representatives per district. Other interesting bills were those providing for building a supreme court building at Mount Vernon, the charter of the Springfield Gas Company (with several of Lincoln's close friends as incorporators), and the

Act providing for lighting the State House with gas. A joint resolution calling for a canal around Niagara Falls ties in with the current St. Lawrence waterway legislation, and a resolution requesting pensions for veterans of the War of 1812 with current agitation for a Korean War bonus. Miss Scheffler also tried to tie in private toll road bills with the current State toll roads, the location of which has just been announced. I feel that Miss Scheffler did a fine job of making bricks with very little straw.

Miss Scheffler has been appointed treasurer of the Springfield-Urbana Chapter of the American Society of Public Administrators. She was also chairman for the annual State Library picnic held August 5.

State Records Commission:

The State Records Commission held its monthly meeting August 4.

Building Notes:

The walls around the lavatory back of the Reference Desk have been tiled with a soft green tile. The rest of the entrance into the vaults is being repainted.

The Conference Room was used by the Superintendent of Public Instruction for a film preview on August 5, for Miss Scheffler's exhibit committee on August 2, and by the State Records Commission August 4.

Miscellaneous:

The State Library was closed August 19, President Day at the State Fair, President Eisenhower being in town.

Visitors registered from 30 Illinois cities and towns, 13 states and 1 foreign country, Argentina.

Respectfully submitted,

Archivist

HISTORY OF ROADS IN ILLINOIS

Box	Number	Title	Year
16	590	...To establish and regulate ferries	1819
21	705	... authorizing ... licences to erect toll bridges and turnpikes	1819
21	712	... for laying out, opening and repairing highways and for raising funds for that purpose.	1819
22	759	... Prevention of vice and immorality	1821
28	1028	... amend several acts relating to roads and public highways.	1825
29	1079	... supplementary to an act entitled an act to amend the several act relating to roads and public highways	1826
100	4577	An act to exempt the members of the Fire department in the city of Chicago from paying a street and road tax	1849
101	4648	... authorize the setting and protecting live fences on the sides of public highways	1849
101	4666	... to provide for the construction of plank roads by a general law	1849
130	5800	... to enable Railroad Companies and Plank road companies to consolidate their stock	1854
165	7370	... to provide for constructing maintaining and keeping in repair plank, gravel and macadamized roads or pikes by a general law	1859
165	7403	... to provide for viewing and locating a State road from Indiana point in Johnson county to Metropolis and incorporating the Indiana Point Road Company	1859
256	10546	... to permit the planting of shade and ornamental trees along public roads	1869
324	12188	... in relation to bridges across rivers on the borders of this state	1871
333	12328	... to provide for the erection and maintenance of bridges by two or more towns	1871
363	13000	... to enable cities and villages to build, acquire and maintain bridges and ferries outside of the corporate limits and to control the same	1879
363	13002	... to regulate the manner of travel upon bridges the whole or part of which are owned or controlled by cities, villages and towns	1879
378	13348	... concerning hedge fences along public highways	1883
379	13379	... to permit the use of public highways, etc. for telegraph and telephone lines, etc.	1883
410	14364	... entitled "An act concerning travel upon public highways	1895
416	14843	... in regard to itinerant camping on public highways	1899
423	15274	... to regulate the speed of automobiles ... upon the public streets, roads and highways...	1903
423	15275	... to provide for appointment of a Good Roads Commission ...	1903

Box	Number	Title	Year
424	15367	... to establish a State Highway Commission...	1905
426	15483	... authorizing and empowering the employment of convicts and prisoners in the penal and reformatory institutions of the State of Ill. in the manufacture of tile and culvert pipe for road drainage purposes, etc.	1905
431	15739	... to amend ... act authorizing the employment of convicts and prisoners ...	1907
431	15757	... to amend ... act to provide for the organization of road districts, the election and duties of officers therein ... not under township organization, etc.	1907
431	15762	... defining motor vehicles and providing for the registration of the same and uniform rules regulating the use and speed thereof	1907
431	15763	... authorizing the commissioners of Highways ... under township organization ... and not under township organization to maintain earth roads with a drag ... to contract for the use of the same and to provide penalty for injury to work so done.	1907
441	16409	... to protect turnpike, gravel or macadam roads and to provide for a penalty for its violation	1911
443	16536	... making an appropriation... for a hard road from the southeast corner of the State Fair grounds to the State Biological Laboratory	1913
443	16537	... making an appropriation from the road fund for the building and maintaining of state aid roads ...	1913
443	16538	... appropriation from the road fund for the building and maintaining of state aid roads...	1913
443	16539	... appropriation for the building and maintaining state aid roads ... (\$300,000.00 1914-15)	1913
446?	16704	To revise the law in relation to roads and bridges	1913
445	16705	... An act to authorize the employment of convicts and prisoners ... in the preparation or road building on the public roads.	1913
455	17206	... in relation to the construction and maintenance of rural post roads ...	1917
455	17218	... making additional appropriation to the State Highway commission	1917
460	17429	... to legalize bonds of townships or road districts ... for the purpose of paying indebtedness incurred by highway commissioners...	1917
460	17441	... amend ... An Act to revise the law in relation to roads and bridges, approved July 1, 1913 as subsequently amended ...	1917
467	17778	... in relation to motor vehicles and to repeal certain Act therein named. "Motor Vehicle Act" Law	1919
469	17898	... to prohibit the placing or breaking of glass upon highways, roads, bridges and streets.	1919
460	17438	... in relation to the construction by the state ... a state wide system of durable hard-surfaced roads upon public highways of the state...	1917

ILLINOIS DOCUMENTS Aug. 30, 1954

Archives Museum Room Exhibit Road in Illinois

1625.7 Illinois -- Div. of Highways
Hm-24 Map Illinois Roads for 1924 -- Another 1000 miles
Oct.1
cop.1

1625.71 Illinois -- Div. of Highways
Hm-26 ... State bond issue road system to be built under
cop.1 provisions of \$100,000,000 bond issue law ... 1926

1388.1 Allied Engineers Inc.
A436 Toll superhighways for Illinois Dec.1944 Report.
cop.1

1625.7 Illinois--Div. of Highways
Hm-22 ... Map showing construction progress on federal aid and
state bond issue roads 1922

1625.7 Illinois-- Div. of highways
Hib-52 ... Illinois highway designs and construction costs. June 1952
c.1

1625.7 Illinois State Toll Highway Commission
T-54 Feasibility report, toll road program, State of Illinois
c.2 prepared by Joseph K. Knoerle & Associates, Inc. 1954

1625.71 Illinois --Div. of Highways
Hh-48 A highway improvement program for Illinois, Nov.1948
c.2 prepared by Griffenhagen & Associates ...

Archives

26 State Road

Route to Indiana State Line to Elmhurst.

ROADS IN ILLINOIS

ARCHIVES EXHIBIT Aug.1954

Lincolniana - file in Special vault

- 1835/36 House Bill # 3 A bill for an act to relocate a ~~road~~ part of the state road leading from Crow's in Morgan county to Musick's bridge in Sangamon county
- 1834/35 House bill # 105 An act to lay out a state road from the Wabash to the Yellow Banks on the Mississippi
- 1834/35 House Bill # 34 An act to authorize Samuel Musick to build a toll bridge across Salt Creek in Sangamon county.
- 1835/36 House Bill # 20 An act to relocate a part of the state road leading Springfield to Lewiston
- 1835/36 Petition, Nov.25,1835 for alteration of part of the road from Springfield to Lewiston. Signatures of James Pantier, David M. Pantier, Samuel Berry, John Clary, Royal Armstrong and John Jones. with H.B.20

E. Scheffler
Archives100 YEARS AGO

Enrolled Laws:

<u>Box</u>	<u>Number</u>	<u>Title</u>
129	5777	An Act for the better government of towns and cities ...
129	5779	An Act to adjust and settle matters ... Gallatine salines
129	5780	An Act to adportion the Senators and Representatives ...
130	5793	An Act to provide for improving, enclosing and ornamenting the ground around and adjacent to the State House.
130	5795	An Act to provide for the election of the State Superintendent of Public Instruction.
130	5801	An Act to lands in Gallatine Saline Reserve
130	5808	An Act supp. ... to Act to incorporate the Macomb, Vermont and Bath Railroad Company
130	5822	An Act relating to certain highways therein named
130	5823	An Act to authorize the county court of Hardin ... to build a Court House
130	5829	An Act to locate a state road from Waverly ... to Macoupin point in Montgomery
130	5832	An Act to confirm the re-location of a portion of the Northern Cross Railroad
130	5833	An Act to amend an Act ... to construct a railroad from Jacksonville ... to La Salle ...
131	5841	An Act to reduce the Act incorporating the City of Springfield ...
131	5845	An Act to amend an Act ... "to prodice for township organization" ...
131	5862	An Act to appoint commissioners to build a court house and library room for the use of Supreme Court, in Mount Vernon
132	5884	An Act to authorize the Board of Supervisors of Grundy County to borrow money ...
132	5886	An Act to authorize the County of Boone to borrow money.
132	5901	An Act in relation to the Winchester and Illinois River Pland Road Company
132	5902	An Act to recognize and authorize the construction of the Illinois Southern and Chicago Railroad
132	5905	An Act to amend an Act establishing County ... Courts, extending the jurisdiction of La Salle, Winnebago, Boone and McHenry County Courts

STATE FAIR EXHIBIT --- ILLINOIS STATE LIBRARY --- 1954 (cont'd)

E. Scheffler
Archives

100 YEARS AGO

Enrolled laws:

<u>Box</u>	<u>Number</u>	<u>Title</u>
133	5922	An Act to amend the charter of the Town of Henry
133	5929	Joint Resolution ... Canal around the Falls of Niagara
133	5930	Joint Resolution ... Pensions to Soldiers of 1812 ...

ARCHIVES ACCESSIONS

August, 1954

	<u>Documents</u>	<u>Volumes</u>	<u>Microfilm Reels</u>
Secretary of State			
Index Department 6 cases	24		
Bookkeeping Department Duplicate Payrolls		3	
Champaign County Recorder			24
Records Reels # 520-543			
	<hr/> 24	<hr/> 3	<hr/> 24

ARCHIVES REFERENCE

August, 1954

State Business

In Person

Secretary of State

Corporation Department

Annual reports	48
Index cards	19
Railroad charters	4
Correspondence	1

Executive Department

Bank records	4
Land records	1
Notary bonds	7
Trademarks	7
Restoration to citizenship	1
Commutation of sentence	1
Executive file	1
Executive record	3

Index Department

Enrolled laws	10
Deeds and abstracts	4
Election records	10

Securities Department

Closed cases	5
--------------	---

Registration and Education Department

Nurses	1
Real estate salesmen	3
Real estate brokers	3
Pharmacist	3
Medical	1

General Assembly	19
------------------	----

Service Recognition Board	4
---------------------------	---

Division of Waterways

Canal records	1
---------------	---

By Mail

Service Recognition Board	28
---------------------------	----

ARCHIVES REFERENCE

August, 1954 (cont'd)

History

In Person

Session laws	32
Historical Records Survey	1
Land records	26
Banks	1
School for blind	1
Lee County, Historical material	1

By Mail

8

78

Family History

In Person

Census records

1830 U. S.	1
1840 U. S.	3
1850 U. S.	9
1860 U. S.	11
1880 U. S.	6
1835 State	1
1855 State	2
1865 State	1

Civil War Service	24
-------------------	----

Spanish American War Service	5
------------------------------	---

County histories	5
------------------	---

Name Index	18
------------	----

By Mail

Genealogy	34
Civil War Service	24
Spanish American War Service	2
World War I	1

148

ARCHIVES REFERENCE

August, 1954 (cont'd)

Archival Technique

In Person

1

By Mail

5

6

County Officials

In Person

1

By Mail

1

2

Grand Total

422

ARCHIVES CATALOG

August, 1954

Name Index

Cards

1850 Census

Cook County

1613

Catalog:

Series

Secondary

X-Reference

Withdrawals

Secretary of State

Executive Dept.

Accounts of Governor	2	14		1
Bank records	1	1		1
Criminal records	20	3	2	43
Executive records	5			
Fee books	1			1
Internal improvements	9	71	5	12
Land records	4			
Records state and county officers	27	193	25	163
Trade marks	3	4	6	

Index Department

Election records 2

4

Governor

Correspondence (Analytical) 1

4

4

General Assembly

House bills	87
Senate bills	87
House journals	89
Senate journals	89

Greenview Rangers 1

2

1

Service Recognition Board

(World War I) 1

429

396

43

221

DEPARTMENTAL VAULT ADMISSIONS

August, 1954

Adjutant General's Office	3
Attorney General's Office	5
Architecture and Engineering Department	1
Auditor of Public Accounts	31
Civil Service Commission	4
Illinois Commerce Commission	1
Corporation Department	4
Executive Department	21
Finance Department	1
Index Department	1
Insurance Department	1
Liquor Control Commission	3
Mines and Minerals Department	1
Department of Public Instruction	1
Department of Registration and Education	37
Securities Department	1
Supreme Court, Clerk's Office	1
Teachers' Retirement System	32
Treasurer	19
Division of Waterways	<u>1</u>
Total:	171

PHOTOGRAPHIC LABORATORY

August, 1954

Offset Printing Negatives	<u>8 1/2 x 11</u>	<u>11 x 14</u>	<u>14 x 17</u>	<u>10 x 12</u>
	15	41	1	40
	15			
	41			
	40			
	97			

Photostats	Negatives	Positives
State Library	3	
Archives	54	27
For Registration and Education Department	16	2
Corporation Department	51	
	114	29

Photographs	Negatives	8 x 10	16 x 20
Secretary of State			
Public Relations (State Fair)	228	896	19

ILLINOIS STATE LIBRARY

ARCHIVES SECTION

Report for September, 1954

Accessions:

The only accession was the records of the 1954 Primary Election.

Departmental Vaults:

Records were taken to the following Departmental Vaults: Architecture and Engineering; Civil Service Commission; Parks and Memorials. The Auditor continues to use all available space in the fumigator each day.

Staff Work:

Vacation Schedules interrupted the work of the Archives staff, the following having been away for parts of the month: Miss Norton, Mr. Cassady, Mr. Helm, Mr. Quonn, Mr. La Hart, Miss Crowley and Miss Scheffler. I think the Archives staff deserves credit for carrying on the work so smoothly despite the handicap of short staff. I was away September 7 to October 4, having attended the annual meeting of the Society of American Archivists at Williamsburg just prior to my vacation.

I was working on catalog entries for the bound volumes of General Assembly records at the time I left. I hope to complete this in October.

Mr. Cassady served as Acting Archivist during my absence. He attended the State Library staff meeting for September and held an Archives staff meeting in the afternoon. He has continued the work of indexing insurance records, completing Fire Insurance Volume 370, 1911 thru Volume 402, 1913.

Mr. East as usually handled the mail reference. His report does not exactly coincide with the statistics which are based on the register of letters mailed while Mr. East's statistics are based upon the time spent. They are interesting because ^{kept} except from a slightly different point of view:

Service Recognition Board	40	searches or letters
Civil War	24	"
Family History	27	"
Spanish American War	5	"
Black Hawk War	1	"
World War I	1	"
World War II	1	"
Revolutionary War	1	"
Illinois bonus law	1	"
Korean War	3	"

"Genealogical inquiries handled by the assistant in the four-month period ended September represented one or more letters from twenty states and the District of Columbia. Illinois lead with twenty-three inquiries. California was a close second with twenty. Arizona had eight and Texas six."

"Search was made of census records covering fifty-one counties. Fulton County, six inquiries, was most in demand."

"Civil War service records on individuals were requested from inquiries in eighteen states. Frequently the record of more than one soldier was requested and furnished. One writer requested names of all soldiers of three different surnames. There were more than 400. One Illinois correspondent requested and received the complete service record of twenty-three veterans."

"(It is likely that the figure on genealogical report is incomplete)."

Mr. Cassady and Mr. East conferred briefly with County Clerk O. H. Lee of Mercer County who has recently acquired a Recordak and proposes to deposit insurance microfilm in the Archives. He was particularly interested in the forms for inventories and receipts.

Mr. East revised the Boone County 1840 index slips and indexed the 1830 census for Jo Daviess County. He is now working on the B40 census for DeWitt County.

Miss Scheffler completed a very interesting exhibit on "Roads in Illinois" which seems to have interested people coming to the building. She also assisted Mr. Roger Henn (director of research for the Tax Payers' Association) with material concerning the Illinois and Michigan Canal. Miss Scheffler reports, Mr. Henn's grandfather or uncle owned or operated a canal boat. He was especially interested in our collection of material because a friend of his, editor of one of the local La Salle newspapers, had invited him to walk the length of the canal with him from La Salle to Chicago. Mr. Henn was unable to go but was interested in the history of the canal. He was quite impressed with the wealth of material in our collection. Miss Scheffler also reports that work sheets were made for additional account records but that cards have not yet been typed.

Mr. Rountree has finished filing the letter "N" and has nearly completed the letter "O" in the "For Profit Corporation reports." He has been busy with other routine duties connected with his work as chief of vaults and has done considerable direct reference work. He also did some photostating during the vacation period in the laboratory.

Miss Still has unfolded and stapled corporation reports for Mr. Rountree and has progressed to the middle of the letter "Q" in the corporation index cards. She has also

alphabetized index cards and has done some miscellaneous typing including index cards for the Bond County Board Minutes 1817-39.

Miss Daigh has sorted, cleaned and filed in folders the Civil War miscellaneous records of the 141st-156th Regiments. When she completes this task she is to be trained in indexing. She has also done considerable typing. With Miss Still in training to take over more of the filing and Miss Daigh as indexer we should catch up on these items. Our failure to have all the censuses indexed makes for more work for the reference staff and prevents our giving either as prompt or complete service as we would like.

Society of American Archivists:

Mr. Reid, Acting Assistant State Librarian and I attended the annual meeting of the Society of American Archivists held at Williamsburg, Virginia, September 12 to 14 inclusive. En route we visited the Madison College Library at Harrisonburg, Virginia and the University of Virginia Library at Charlottesville, Virginia. Both of visited the Virginia State Library after the convention, but separately.

The Archivists' meeting was unusually stimulating, so much so that I did not attempt to take notes on the various papers. These will be published in The American Archivist.

The program started with a complimentary dinner at the Williamsburg Lodge Sunday evening. About 200 were present though the local committee had expected only about 100. Most of the delegates were from the eastern half of the country. Wisconsin was not represented because the Wisconsin Historical Society had been host to the American Association of State and Local History which had met in Madison, September 10 and 11.

Only Earle Newton (of Old Sturbridge, Massachusetts) and Mr. Hill of Vermont came from New England--the two hurricanes hit there just a few days before. I heard from Robert Lovett of Harvard after my return and he said personally his home received no major damage but there were so many branches, etc. down that he could not leave. His electricity was off only a day and a half though much of New England had none for a week. However, there was comfort in the fact that, "apparently there were some leaks to the Massachusetts State House in the vicinity of the Archives and Secretary of State Crown used the occasion to renew his plea for a building. And speaking of that, did you know that Mr. Shipton has drawn up a model bill for a Department of Archives and History for Massachusetts? . . . As he says, we cannot know whether the bill will even be presented, much less adopted, but we can hope."

The West was represented by Delores Renze (Colorado), David Dunniway (Oregon), and Gaston Litton (Oklahoma). Perhaps

Winnie Allen (Texas)

others were present but I do not now recall any. Dorothy Taylor, Archivist of the Denver and Rio Grande Railroad, always a faithful attendant, was absent. I learned after my return that she has resigned and has taken a position in the Wyoming Archives. She had not been well the last time I saw her so I am somewhat concerned.

More of the Washington archivists came than usual and there were many new faces.

Following the Sunday night dinner there were meetings of the following committees: State Archives, Professional Standards, Audio-Visual Records, Membership, College and University Records and Municipal Records. Mr. Reid attended the meeting on State Archives and I the one on Professional Standards.

There has been some agitation among certain archivists for some sort of closed membership in the Society. These people feel that standards should be set up for professional archivists and that people should not claim to be professionals just because they are members of the Society. At the time the Constitution was framed that feeling was prevalent and the Constitution limits membership to persons engaged full time in archival activities or who have charge of archival activities. In practice anyone interested enough to pay dues has been admitted. Some, notably Leon de Valinger of Delaware, advocate establishment of an Institute of Archivists similar to that of the Archivists. I had suggested in our correspondence that we make a survey of what has already been done in the various states towards establishing standards--such as the Illinois Civil Service qualifications. The Presidential Address was to be a thoughtful and sane presentation of the problems involved in professional archives and in view of this the committee decided to recommend that the committee be continued next year and that a survey of standards be made. The committee, by the way, is composed of past presidents of the Society.

For those not attending committee meetings Sunday night there was a movie "The Colonial Printer."

The Monday morning session was devoted to the subject of Records Administration and to me was the most interesting. Speakers were Irving Zitmore of Records Engineering, Inc., and Chester L. Guthrie, records management officer for the U. S. General Service Administration which has general supervision over all records of the federal government including the National Archives though the latter is not under Mr. Guthrie. I was particularly interested in Mr. Zitmore's paper since he is vice president and general manager of the firm which tried to sell its services to Governor Stratton during the last General Assembly. Records Engineering, Inc. has installed records management systems in Maryland and Virginia and is now working on the applications of micro-photography to the records management program of the federal

government. Mr. Zitmore's paper described the way the records management analyst conducts a survey of records and draws up a program for a governmental agency or a business firm and described the types of reports made to top management. Mr. Guthrie described the procedure of the records management officers in taking over a records management program and putting it into effect. Of the two papers Mr. Guthrie's was more detailed, more specific and contained suggestions for procedures for archivists directing records management programs which are practicable and helpful.

Louis Darter, archivist of the Navy, presided. The papers were discussed by a panel led by Edwin C. Zepp, director of the Ohio State Archaeological and Historical Society. Mr. Darter keynoted not only the morning's session but the whole conference. He pointed out that records management is very popular with government officials because it helps to solve their storage problems by permitting destruction of vast quantities of records-- Archivists are under great pressure to go along with such programs. But, Mr. Darter warned, there is grave danger that in our zeal to destroy we forget that the main function of an archivist is to conserve records. Insufficient attention is being given to providing adequate documentation of the departments. "It is quite probable that if present tendencies continue, it will be impossible for historians of fifty years from now to document their writing from government records. Archivists must never forget that destruction of records is only ^{one} phase of records management--creation of records is also vital. Other speakers both at this session and from time to time later voiced this same fear that records management is getting out of hand.

This is, of course, along the line of what I have been preaching here for several years.

Make a sharp distinction between your records already in existence and those you create in the future. Let the State Records Commission help you weed out your obsolete records. Because you have intermingled ephemeral and permanent records in your present files you will have to preserve bulky files for the past. But for the future you can keep down the quantity of permanent files by deciding at the time you create a file whether the contents of that file will have to be kept permanently, whether they will become obsolete after five, three or one year, and so design your forms and lay out your files that those records are kept in such separate groups. Don't admit any one year records to your permanent file nor permit any permanent records to stray into your one year file. Don't continue to keep records in a certain way just because it has always been done that way. Study the functions and duties of your department and decide what types of records these call for.

I was pleased that both Mr. Zitmore and Mr. Guthrie talked along the same lines. Mr. Zitmore said that his firm does not make detailed surveys or recommendations with respect to records

already in existence--those are used by him only as background information about the organization of the department. His recommendations are confined to future records. Mr. Guthrie emphasized the need for an efficiency survey for each department and said that existing statutes governing records usually need modification--they are often obsolete, uneven in policy with respect to similar functions in the various departments and often ill considered. Primarily Mr. Guthrie advocated a survey as to the efficiency of departmental organization as the first step. Often a record can be eliminated entirely if office procedures are simplified and made more efficient.

In summary I would say that probably archivists have been so absorbed in the problems involved in helping departments weed out their obsolete records that they have neglected to give positive suggestions as to what types of records are needed to produce adequate documentation. We have an excellent example of this in the Illinois Department of Labor which is the most frequent and conscientious customer of the State Records Commission. Certainly none of the categories submitted to us have any permanent value. Yet two years ago an unusually mature graduate student desiring to write a thesis on the history of the labor union movement in Illinois gave up the project because the Labor Department could produce absolutely no documentation. Are archivists competent to tell a specialized department such as this, what types of records it should keep? Of course not. But probably we can lay down some principles as to what adequate documentation should include. When at a meeting such as this one problem looms as the one thing every one seems to be worrying about, something will come of it. For me, and I feel for others, most of the rest of the papers were listened to half heartedly because of this dominant thought. And to me, that is the sign of a good convention. We can read and ponder the other papers as they are published in The American Archivist. That is not saying that the other papers were insignificant--they were not--they were unusually good.

The Monday luncheon had for its general topic the subject "Historical Manuscripts and Archives." Dr. Carlisle H. Himesline, director of Colonial Williamsburg gave a gracious address of welcome. John M. Jennings of the Virginia Historical Society presented the history of the collecting of Virginia historical manuscripts both by out of state and in state collectors private and corporate and ended with a discussion of the history and role of his own institution.

Monday afternoon was free for "the advancement of historical and archival knowledge by means of tours of Colonial Williamsburg, the College of William and Mary, Jamestown, Yorktown and James River Plantations." The conducted tours either did not come off at all or were a disappointment. Most of us spent the afternoon wandering about Williamsburg. We were furnished with courtesy admission cards to call buildings open. As I knew I would be presiding at train time on Tuesday I made train reservations

which required me to lay over in Williamsburg for an extra day. A highlight of this was a candle light organ recital at Burton Parish Church Tuesday night following by moonlight prowlings along the streets. Williamsburg residents are generous about leaving lights on and shades up.

The annual dinner was held Monday evening. Dean Charles F. Marsh of William and Mary presided. Wayne Grover's presidential address^{ed} entitled "Archives; Profession and Society." This was one of the outstanding presidential addresses and I won't mutilate it by trying to discuss it. It will appear in the January issue of The American Archivist.

The annual business meeting following. Dr. Grover having declined reelection, Morris Radoff of Maryland was elected. I have mislaid my notes and cannot recall who was elected vice president. Henry Edmunds of Ford Motors was reelected secretary and Bill Overman of Firestone reelected treasurer, Delores Renze and Ernst Posner were elected to the council.

Lester and Mrs. Cappon entertained about fifty of their friends at their lovely home in one of the restored houses.

The Tuesday morning session was held at Blow Gynasium at William and Mary. The general subject was "The National Archives after Twenty Years." Selon Buck, formerly Archivist of the United States and recently retired from the position of Assistant Librarian of Congress, presided. Robert Bohmer, assistant archivist, spoke on "The Archivist's View-from the Inside", Ernst Posner, Dean at American University, spoke on "The Archivist's View-from the Outside", and Boyd Shafer, new secretary of the American Historical Association and managing editor of its American Historical Review, "From the Viewpoint of the Research Scholar." As to be expected, Dr. Posner's paper was brilliant, analytical and objective in his appraisal --probably the outstanding paper presented at the meeting.

The luncheon meeting was on the subject of Municipal Records. William Van Schreeven of the Virginia Archives presided and Richard Rudell of the Ford Motor Company reported "Recent Developments in Municipal Records." If I recall correctly this was our first session devoted exclusively to this subject and was an appropriate recognition to increased interest in the subject. Philadelphia has within the past year organized a real archives department into which records management program has to be integrated.

I presided at the last meeting, that on State Records. Checking out time at the hotel was courteously moved up to 4 P. M. but the last westbound train left at 3:50 P. M. We did not get started until nearly three, but on instruction from President Radoff announced that the gavel would fall at 3:50 no matter who was speaking. We galloped through the two papers, Christopher Crittenden of the new North Carolina State

Records Center and Frank Burton, also of North Carolina, reported results of a questionnaire on Microfilming State Records. Leon De Valinger of Delaware led the panel discussion on microfilming. We had two minutes to spare when they finished and I announced that the discussion could be extended if people wished to stay. They adjourned, however.

Christopher Crittenden's description of the North Carolina State Records Center should not have been passed over lightly. This is his attempt to prevent the records management program from getting out of hand in North Carolina. A warehouse type building 130 x 133 ft, 3 floors high and located a few blocks from the capitol was erected at a cost of \$300,000. Here records too recent for transfer to the Archives are housed and serviced by the Archives staff. This is not the same as our system of departmental vaults because we do not service such semi-current records and because our departmental vaults are limited to permanent records. We feel the lack of suitable housing for little used records which must be preserved for a limited space of time. We have occasionally accommodated a department under extraordinary circumstances.

The North Carolina plan is based upon that of the Federal Government which has half a dozen regional records centers in various parts of the country. Proper administration implies a direct supervision over records from the time they are created until they are disposed of either through destruction or transfer to the Archives. Servicing of the records in the records centers also involves microfilming records which are later to be destroyed. We refuse to microfilm records for departments as we are unwilling to accept the blame for lacunae or poor filing. The records center idea is newer than the departmental vault system. We know the latter works here. At present I would not recommend a records center system for Illinois, but if a records management program for the whole State government were to be inaugurated we ought to weigh the pros and cons.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

September, 1954

Documents

Secretary of State

Index Department

~~Printed~~ Printing Election Records 1954

*500

*Estimated

ARCHIVES REFERENCE

September, 1954

State Business

In Persons

Secretary of State

Corporation Department

Annual reports	58
Not for profit	3
Index cards	39
Correspondence	2
Railroads	5

Executive Department

Land records	4
Pardon and Parole	1
Notary Bonds	6
Trade-marks	13

Index Department

Enrolled Laws	7
Elections	3
Deeds and Abstracts	1

Securities Department

Closed cases	2
--------------	---

General Assembly	9
------------------	---

Governor

Correspondence	1
----------------	---

State Council of Defense, World War I	1
---------------------------------------	---

Service Recognition Board	6
---------------------------	---

Registration and Education Department

Applications

Pharmacy	3
Real Estate	3

Liquor Control Commission

Applications	9
--------------	---

Division of Waterways

3	179
	55
	234

ARCHIVES REFERENCE

September, 1954 (cont'd)

By Mail

Secretary of State

Index Department

Elections

1

Service Recognition Board

54

53

History

In Person

Illinois Historical Society Journal

1

County History

2

Session Laws

13

Land records

1

State Council of Defense

11

Deeds and Abstracts

1

By Mail

5

24

Family History

In Person

Name Index

18

Marriage record

2

War Service Records

Civil War

4

Spanish American War

1

Census

1830 Federal

2

1840 Federal

2

1850 Federal

12

1855 State

1

1860 Federal

5

1880 Federal

2

By Mail

War Service Records

Revolutionary War

1

Civil War

29

Spanish American War

4

World War I

1

Family History

12

115

ARCHIVES REFERENCE

September, 1954 (cont'd)

County Officials

By Mail

1

State Records Commission

By Mail

1

Illinois Libraries

By Mail

1

Grand Total

377

ARCHIVES CATALOG

September, 1954

Name Index

Cook County 1850 Federal census 3202 cards

Catalog

None

DEPARTMENTAL VAULT ADMISSIONS

September, 1954

Adjutant General's Office	3
Attorney General's Office	1
Division of Architecture and Engineering	3
Auditor of Public Accounts	55
Civil Service Commission	7
Commerce Commission	3
Corporation Department	3
Executive Department	22
Finance Department	1
Index Department	1
Superintendent of Public Instruction	5
Department of Registration and Education	37
Securities Department	2
Teachers' Retirement System	17
Treasurer	11
Division of Waterways	<u>1</u>
Total:	172

PHOTOGRAPHIC LABORATORY

September, 1954

Offset Negatives	17 46 15 28 <hr/> 106	<u>8 1/2 x 11</u>	<u>10 x 12</u>	<u>12 x 18</u>	<u>11 x 14</u>
		17	46	15	28

Photostats

Negatives

Positives

State Library

36

Archives

64

100

12

Microfilm

Archives (for a patron) 61 frames, 25 ft. 35 mm film

Photographs

Films

8 x 10

4 x 5

State Library

9

28

Archives

10

16

2

Drivers' License

4

24

Public Relations

2

36

-

25

104

2

ARCHIVES DIVISION

Report for 1952/54

Accessions were unusually heavy during the period October 1, 1952 to September 30, 1954, inclusive. Receipts were 266,577 documents, 870 volumes, 701 drawers, 630 microfilm reels and 4,500 cards. The documents listed comprised transfers in less than full drawer lots and documents to be interfiled with archival holdings.

Most accessions were additions to files already in the Archives. New categories of records included securing microfilm copies of Champaign County records (held for the county under seal; Service Recognition Board records (World War II bonus); Civil Service Commission Minutes of Board meetings and the job description and specifications of State employees for the years 1943 and 1944; the Waterway Division's resurvey of the Illinois Michigan canal; original application and examination records for professional licenses, for which the Department of Registration and Education is substituting microfilm copies for office use; and a microfilm copy of the 1880 Federal census. The clerk of the Supreme Court turned over a small packet found in an old filing cabinet which proved to be bills for the first books purchased for the State Library.

Present holdings in the Archives Division (exclusive of the contents of the seventeen Departmental Vaults in the Archives Building) now comprise 6,344 file drawers, 14,340 volumes (exclusive of printed books and index volumes in the Archives Reference Library), and 1,485 reels of microfilm (of which 1,298 are security copies of the records of four counties, held for them under seal).

The large accessions of the biennium required a major reallocation of archival vault space and was the occasion for making a completely new Shelf List Inventory. Although the Archives Division keeps a perpetual inventory of its holdings, no complete shelf by shelf and drawer by drawer check of the Inventory had been made since 1938. Naturally many minor inaccuracies had crept into the Inventory since that date.

Likewise the Reference File, formerly known as the Catalog needs bringing up to date. Since the major purpose of the Reference File is to serve as a subject and classification index to the Shelf List Inventory it is impractical to wait for detailed descriptive cataloging such as we are giving to the Illinois and Michigan canal records, the subject of intensive research by the Waterways Division. Instead we are doing streamlined catalog listing designed to get entries for all series into the Reference File as quickly as possible. Where the classification and title give sufficient implication as to the probable nature of the contents of the series (which is true for the majority of the

records), we give only the name of the department, the classification, the title of the series, the inclusive dates, the size and quantity. For open entries, i.e., for series to which additions are made at regular or irregular intervals, we replace the statement as to terminal dates and quantities by a reference note, "For archival holdings consult the Shelf List Inventory." (The latter, of course, gives full details of that nature.) Where fuller descriptive notes are added on the series card, that detailed information is not added on subject or other secondary cards, but on the line following the statement as to size and quantity we add a note, "For fuller description see Main Entry Card."

Since the Reference File is intended to be a guide to the subject and classification approaches to the series we elaborate the number of secondary cards and cross references to ensure that a series can be found no matter from what angle it is sought. Since subject and classification cards are filed by date, we use very few sub-headings, making extra cards to take care of such sub-headings if necessary. Here again we streamline procedures to save typing time. We use cross reference cards instead of individual subject cards where the major series relating to a subject originate in one Department. For instance, instead of typing 150 subject cards for that many Civil War series in the archives of the Adjutant General, we insert one cross reference card "Civil War, see also Adjutant General. Civil War Records." If later we find it possible to add fuller descriptions for the various series, that can be done without retyping the main card or worrying about what secondary cards are needed. Cross references as well as subject and secondary departmental cards are traced on the backs of each series card. About four-fifths of the series are now represented in the catalog.

Though we have streamlined the description of main series, we make analytical entries in considerable detail. It is these analytical cards which give the name Reference File. Here we note such miscellaneous, hard-to-find information as to a list of records having good impressions of the territorial seal, and the date of the legislative session prologued by the Governor.

Catalog additions in the biennium include:

<u>Series cards</u>	<u>1,192</u>
<u>Secondary cards</u>	<u>2,933</u>
<u>Cross reference cards</u>	<u>240</u>
<u>History cards</u>	<u>3</u>

4,368

4,368

Withdrawals (recataloging)

420

Net Gain

3,948

Indexing is very important in an archival agency for without full indexes reference work is wasteful of time and necessarily incomplete. The recent addition of a full time index clerk will permit more rapid progress.

Additions to the Name Index include:

Index cards (chiefly for U. S. Census records) 52,522

Gross reference cards 770

53,292

Archives Staff

One full time clerk was added in the summer of 1954 to replace the former temporary summer assistant, bringing the total number of the staff to 12 (exclusive of the custodial staff supplied by the Superintendent of Capitol Buildings and Grounds.) There were no changes in the professional staff of 5 archivists and 3 photographers. All of the clerical staff have been replaced during the biennium.

Three of the Archives staff are members of the Society of American Archivists, two of the National Association of State Libraries and two of the American Photographers Association. The Archivist was made an honorary member of the Society of American Archivists. Mr. Winfred Helm, Head of the Photographic Laboratory was made a 33d Degree Mason. Miss Emma Scheffler, Cataloger, has served as Director and later as Treasurer of the State Employees' Association and is Treasurer of the local chapter of ASPA. All of the professional staff have fulfilled speaking engagements, published articles and reviews and have participated in community service projects.

Reference Service

Although the usefulness of an archival agency is gauged by the services it renders to other State offices and to the general public it is difficult to evaluate those services qualitatively or quantitatively. At what relative scale shall we assess the instant production of the key document for use in a million dollar law suit to which the State is a party, and the several hours search made to settle what appears to be an election bet? The Archives staff is here to produce information obtainable from the records, and it is

neither their duty nor their privilege to question the value of facts sought.

A comparison of reference statistics cited in the reports of archival agencies of other states reveals wide variations in methods of counting reference calls. Often those statistics lead to the improbable conclusion that some of the smaller institutions are doing more work than the larger institutions. Illinois has adopted the National Archives rules for counting reference calls, with minor modifications to suit local conditions.

Archives Reference

<u>State Business</u>	<u>7.771</u>	<u>63 plus ½</u>
<u>Family History</u>	<u>3.536</u>	<u>29 plus ½</u>
<u>History</u>	<u>750</u>	<u>6 plus ½</u>
<u>Advisory Services</u>	<u>189</u>	<u>1½ ½</u>
<u>Miscellaneous</u>	<u>15</u>	
	<hr/>	
	<u>12.161</u>	

The largest total for any month was 885 calls in June 1953, largely accounted for by a detailed search in the canal records by the Illinois Waterways Division. The smallest number of calls was 333 in November 1952.

Under "State Business" (6,713 direct reference, 1,058 mail reference) are reported all reference calls by State officials and their employees made in connection with their work, also inquiries from the general public which relate to State government. The official character of the call rather than the nature of the materials consulted determines this classification. For instance, a search in 100 year old records by the State Historical Library's editor counts as State business. 1,044 of the mail requests involved correspondence of the Service Recognition Board which was terminated in May 1953 and its records transferred to the Archives.

"Family History" includes calls from War Service records, and genealogical searches of the census and other records. All Adjutant General's service records except those for the National Guard are now in the Archives, though he continues to service calls for World War I bonus records from his microfilm copy (the originals in the Archives having been badly charred in the State Arsenal fire in 1934.) With the exception of a few calls for Spanish American War service records to establish pension or civil service rights, practically all service records are consulted for genealogical purposes. Because the Illinois State Historical Library has

the State's genealogical library, our genealogical search is restricted to the war service records, the census records, and the Name Index to early State archives. Until such time as the index to the census records is completed, it is necessary to limit the searches we can make for patrons to not more than two names in not more than two counties. The census records may, however, be searched here by patrons without limitations. Of the 3,536 calls in the classification "Family History" 2,306 were direct and 1,230 mail reference. Included are 874 requests for War Service records.

"History" accounted for only 750 calls of which 130 were by mail. The relatively small proportion of historical reference in the State Archives is due to the existence of the very fine State Historical Library in the adjacent Centennial Building. The Archives Division limits its accessions to government records and does not duplicate the collections in that library. Several candidates for Master's degree did limited research in the Archives but no Ph. D. thesis was documented there this biennium.

"Advisory Services" (113 of the 189 being by mail), include archival visitors, official correspondence with other archivists and advisory consultations with State and county officials. No statistics are kept by the Archivist in connection with her work as Chairman of the State Records Commission, though numerous phone calls and minor consultations about applications to that body are time consuming.

The heading "Miscellaneous" includes correspondence by the Archivist relating to State Library business but non-archival in nature.

A description of the "Resources of the Illinois State Archives" which appeared in the January 1954 Illinois Libraries explains the scope of the archival collections and our relations with related State agencies.

All records in the State Archives are subject to public inspection except when designated by law as confidential. Several State Departments, however, in transferring records have requested that the Archives staff refer inquiries to their office rather than give direct service. Such categories of restricted records include records which are confidential only in part and records which need interpretation in terms of current legislation or Departmental regulations. The records are not loaned back to the Department but its employees consult the records here and make proper replies.

By law the Archives Division is required to provide free photographic copies of records on deposit to the respective Departments. Certified copies are supplied at the legal fee of \$.50 per page, other photographic copies being sold at the cost of the materials.

The Archives Division does not service records in the Departmental Vaults to which the respective Departments alone have access. No report is required to be made to the Archives Division concerning the number of records consulted in the Departmental Vaults. Some indication of the extent to which the records are used is shown by the fact that there were 4,912 key issuances to those Vaults during the biennium.

Photography Laboratory

The Photography Laboratory does publicity stills and movies for all Departments of the Secretary of State including the State Library. It does the photostating for the State Library and photostatic recording for the Corporation Department, also it helps out when the Simplex Photostat in the Secretary of State's office is overloaded or has a break down. The State Library uses photostats extensively in its reference work to save typing. The Archives Division uses photostats in connection with exhibits, in providing certified and other copies for patrons, and copies of deposited documents for the offices of origin. The Laboratory also owns a microfilming enlarging attachment to the Photostat.

The microfilm equipment of the Laboratory includes a Leica camera, a model C and a model D Recordak, also a Diebold automatic film processor. The Laboratory does not microfilm records for other Departments which must assume all responsibility for the quality and completeness of microfilms to be used as substitute for original records. Occasionally make microfilm copies of bound records and outsize records which cannot be copied by the standard-size rotary microfilm camera. Such work is done under the direct supervision of departmental supervisors and the Department furnishes the film.

A Robertson Photo-Mechanix Model 17 was added to the Laboratory equipment in June 1954. All Secretary of State materials formerly mimeographed (in quantities of 500 or more) are now processed by offset printing. The negatives are prepared by the Photographic Laboratory, but the printing is done elsewhere.

The Photographic Laboratory in the ^{photostatic} past biennium has processed 5,631 negative and 1,091 positive prints of which 3,349 were for the State Library (exclusive of the Archives), 1,873 for the Archives Division, 768 for the Corporation Department and 712 for other Departments of the Secretary of State's Office. It should be noted that the Secretary of State has a Simplex Photostat elsewhere and that the Archives Laboratory does photostating for other offices only in emergencies and where double-faced emulsion must be used as in the case of Corporation recording. 258 photostatic enlargements, 8,210 feet of microfilm and 800 feet of motion pictures were also produced by the Laboratory. 335 offset films were made in the four months of operation of this new equipment.

Still photography accounted for 1,057 negatives and 5,095 prints. Of this number 231 negatives and 957 prints were made for the State Library (exclusive of the Archives) 65 negatives and 250 prints for the Archives Division and 719 negatives and 3,888 prints for other Departments of the Secretary of State. Of these 84 prints were 4 x 5 in., 84 were 16 x 20 in., 53 were 11 x 14 in., 26 were 5 x 7 in., 5 were 6 x 9 in., 10 were 30 x 40 in., 1 was 40 x 60 in., 6 were 10 x 12 in., 2 were 20 x 24 in., 1 was 12 x 20 in., 2 were 5 x 16 in., the rest 8 x 10 in. Included were a number of colored negatives but these are sent to commercial photographers for the making of prints. Most of the pictures for the Blue Book and all publicity photography for the Secretary of State's office are made by the Photographic Laboratory.

The Photographic Laboratory has been seriously handicapped by lack of darkroom facilities. The two darkrooms were planned for microphotograph and photostatic work. Three photographers cannot work efficiently in one darkroom at the same time. Delicate matters of precedence and irritating delays result. The archival program for microfilming historic county records and for making historic documents available for the use of school and others through enlargements has had to be postponed. Meantime many of these historic originals are disappearing through careless handling and disintegration. This situation can be relieved when and if space in the Archives Building now used for non-archival purposes is released to the Archives.

State Records Commission

The State Records Commission as a separate State agency makes its own report to the General Assembly. However, the Commission implements a portion of the records management program of the Archives Division and the State Librarian and the Archivist (chairman) comprise two of the 5 members of this agency. Therefore, a comment on the work of the Commission is appropriate here.

The 68th General Assembly in 1953 amended the State Records Commission Act to permit the Commission to authorize records retention schedules--i.e., to permit Departments to destroy specific categories of records after retaining them for a specified length of time. Previous to this remedial legislation it was necessary for Departments wishing to destroy obsolete records at regular or irregular intervals to apply to the Commission each time they were preparing to dispose of their records. Some Departments made applications as often as every two weeks. The Attorney General has given an Opinion to the effect that no destruction of State records after July 1, 1951 is legal without the sanction of the State Records Commission, the prior enabling acts to the contrary notwithstanding.

The function of the State Records Commission is limited to authorizing the destruction of records already created. This is a negative function. The Commission has no power,

except through indirect influence, to compel Departments to create records in a manner to ensure adequate documentation and efficient segregation of permanent from ephemeral records. The Commission has to compel Departments to retain large quantities of records for a longer period than would be necessary if five year records were not interfiled with three year records or even with permanent records. The Federal Government and several states have set up records management officers to create records scientifically.

Several Illinois Departments have been working towards records management plans and there has been some discussion of having a survey made for all or a part of the State government. With this in mind the State Records Commission has been urging the various State agencies to sort out their records and to clear out their storerooms of accumulations of the past, in preparation for the possible inauguration of a records management program or programs when and if established. Records management surveys aim at the future creation of records and concern themselves very little with record accumulations of the past. Meantime the State Records Commission has authority to put into immediate effect the records disposal suggestions of any records management system or systems which may be adopted.

In the biennium ending September 30, 1954, the following authorizations have been made by the State Records Commission:

Retention of Schedules

278 categories authorized

26 applications

10 major departments

Records Destruction authorized (specific dates)

610 categories authorized

1 category rejected. (This number would have been greater had no Departments consulted with the Archivist prior to application)

6 categories declared non-record

100 applications

14 major departments

Substitution of microfilm copies for original records

49 categories authorized

18 applications

5 major departments

Published in
Ill. Lib.
1955

The State Archives Building

During World War II it became necessary to release three floors of Archives Workrooms and one and a half floors of Departmental Vaults for "temporary" housing of the Operators' License and Safety Responsibility Divisions of the Automobile Department of the Secretary of State's Office. These Divisions moved out in the spring of 1954 and the Division of Vital Statistics and Local Health Services of the State Department of Public Health promptly reoccupied this badly needed archival space.

The housing of staff in rooms not intended for office space, the bringing of large number of employees into a building intended for a maximum occupancy of fifty over-taxes building facilities, notably the elevators and restrooms. Conversion of vaults with low ceilings and no windows into offices results in psychological and morale problems. Despite a spirit of co-operation on the part of supervising personnel, the Archivist has no authority over employees of other Departments and has found it difficult if not impossible to enforce the necessary security regulations required for an archival repository.

The installation of a separate air-conditioning plant in this Departmental Vault section destroyed the effectiveness of the air-conditioning system for the rest of the building, resulting in 100° temperatures in the upper floors of the Archives Vaults during the past summer.

Twice in the past six months water has overflowed from a photostatic tank placed in one of these vault-offices without consultation with persons familiar with the construction of the building. The first time water penetrated down six levels of vaults doing extensive damage to records which had been placed in the vaults for safekeeping. The second time this occurred was fortunately during office hours and it was possible to check the water and to protect the records.

Beside the loss of physical security for the records the deprivation of this space is seriously retarding the program of the Archives Division. All Departmental Vaults are bulging with records and the vault space is greatly needed. The Illinois Documents Unit of the State Library which is properly housed in the Archives Building lost its Reference Room and office, so that the staff has to try to work in the 12 foot square Conference Room off the Archives Reference Room, the only office space available. The Documents Unit stacks having been removed, the Archives Division had to give up three levels of archives vault space to house this library. The Archives staff is crowded into the Secretary's office. Filing and other operations have had to be postponed because one desk per person is insufficient for such work. Visitors to the Archivist's office have to weave their way between overflowing desks and trucks, and the general effect is that of disorder.

No repair work has been done on archival records for ten years because there is no place for the much needed laminating machine. Thousand of records await rehabilitation. Many of these records notably the World War I bonus records which were badly sproched in a fire and the early Governor's correspondence and Legislative records which were damaged by mildew prior to transfer to the Archives are disintegrating at an alarming rate.

Also, as noted above, the Photographic Laboratory is in great need of additional darkroom space.

Several Departments find it necessary to keep full time clerks in the Archives Building to service the records in their Departmental Vaults. Three have teams of workers processing records in anticipation of microfilm projects and two have microfilm cameras in operation. Such work was anticipated in planning the Archives Building and a suitable workroom with direct elevator connection with the Departmental Vault section was provided. That space has also been taken away.

It is sincerely to be hoped that the completion of the new State Office Building scheduled for the summer of 1955 will permit the State Archives Building to revert entirely to the purposes for which it was built.

Exhibits

Exhibits in the Archives Building are changed several times a year. A biennial feature during legislative sessions is "100 Years Ago in the General Assembly." Other notable exhibits have illustrated the variety and quality of the work of the Archives Photographic Laboratory; The Centennial of the State Fair; Indian Paintings; and the History of Roads in the State. The Archives Division has an annual exhibit at the State Fair (a part of the State Library exhibit), and the Archives staff participates in the preparation of the Library's exhibits in the Centennial Building.

Visitors

Distinguished foreign archivists as well as Many Americans visit the Illinois Archives Division each year. Overseas guests the past biennium included Dr. P. M. Joshi, director of the Secretariat Records Office of Bombay, India; Miss Nilza Soares, Mr. Santos and Dr. Manuel Adolph Wanderley (from the National Library) of Brazil; Mr. Nasie Sharify of the Parliament Library of Iran; Dr. Luis Humberto Merchan Mora, National Archivist of Ecuador; Mr. Arthur Broadbridge, Canadian Consul at Chicago (formerly with the Saskatchewan Provincial Archives); Dr. Etienne Sabbe, Archivist of Antwerp, Brussels; and Dr. Johann Hvidfeldt, Landesarkivet of Vibourg, Denmark.

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for October 1954

Accessions:

Accessions during the month were routine as shown by the statistics.

Departmental Vaults:

Records were taken to their vaults by the following Departments: Auditor of Public Accounts, Civil Service Commission, Registration and Education and State Library.

A second "flood" from overflow of the photostatic washing tank occurred on October 7. This was caused by a blown fuse. Fortunately it happened during office hours and no damage resulted though the water cascaded down the stairway from levels 11 to 7. Even though we have to spend State Library appropriations to remove this tank, we should have it removed from that vault. Two floods are enough. The records below where this is located include among others, the earliest records of the Supreme Court, the basic land records from the Auditor's office, warrant ledger books from the same office, survey records of the Waterways Division (made with carbon ink that runs), records of Births and Deaths of the Division of Vital Statistics, and in the Special Vault, also affected by the water, the territorial records, enrolled laws, the Constitutions of 1818, 1848 and 1870 and the deeds and abstracts to State property. Since writing the above I had occasion to mention this situation to Mr. Gillen who had not heard of the second incident and who expressed concern because his order for the removal of the tank had not been complied with.

Staff Work:

Mr. Quonn and Miss Still were sent home to electioneer the last two days of October. I returned from my vacation October 4 and Miss Crowley from her's October 11.

During the month I prepared the biennial report for the Archives. I also did the preliminary search for and selection of records for the biennial exhibition on "The General Assembly 100 Years Ago" which is to be installed the first week in January. There is still a great deal of work for Miss Scheffler to do in preparation for the exhibit--getting together illustrative material, pulling the documents, making labels, etc.

The cataloging projects reported on previously are progressing, though neither Miss Scheffler nor I have any statistics to report. I have been working on the bound General Assembly records, Miss Scheffler on the Canal records and Mr. Cassady on the Insurance records.

Mr. Cassady is continuing the indexing of the Insurance reports, having completed volumes 403-415 (1914) during the month. Mr. East finished writing slips for the 1840 Federal census of 1840, which are being typed by Miss Still. Mr. East is now working on De Kalb County of the same year. Miss Crowley indexed 4,772 names for the 1850 Cook County census. *see Witt Co. for*

Miss Still has finished filing the letter "G" in the Corporation cards and Mr. Rountree is still on the letter "P" of the reports. Mr. Rountree has had many other miscellaneous duties, including two weeks at the reference desk during Miss Crowley's vacation. Miss Daigh has completed the unfolding and filing of the Civil War records. Currently she is typing secondary catalog cards for me, but will soon start work as full time indexer. There is some hope now that we will be able to finish the census indexing within the next few years. This will enable us to give faster and full service to our patrons.

Mr. East continues to do the mail reference work. Mr. Cassady has had more direct reference work because, of course, Miss Crowley has not yet had time to learn the details of our holdings. We have one graduate student working on a thesis involving archival materials--a Mr. Meyer from the University of Illinois, who is working on the history of the Illinois salines.

Mr. East attended ceremonies commemorating the 100th Anniversary of the Lincoln-Douglas debate at Peoria October 16, 1854, held at Peoria on October 18. The Central Illinois Light Company and the Rock Island Railroad were co-sponsors with the Peoria Historical Society. The public utility company began the manufacture of gas in 1854 and the Rock Island Railroad ran its first passenger train into Peoria in 1854. Mr. East organized the Peoria Historical Society and is a past president. It was he who proposed this observance.

The State Records Commission held its regular meeting in the Conference Room on October 6. The room was also used October 5 for a State Library staff meeting, October 7 for a film preview and on several occasions by convention committees for Illinois Library Association.

Miss Scheffler is serving as meals chairman for the I. L. A. convention. Although she has worked here nights and Sundays she has still had to do a lot of this work on library time. She is handling all pre-registrations.

The Library was closed Tuesday, October 12, Columbus Day. A skeleton staff kept the Reference Room open October 20 from 4:30 P. M., when the Secretary of State met with his entire staff in the Armory. Although this meeting was ostensibly political, it was in fact the first opportunity of many of the employees to see and hear Mr. Carpentier.

Although the tourist season is over, we were interested to find visitors registered from 29 Illinois cities and towns, 12 states and 1 foreign country (Belivia).

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

October 1954

	<u>Documents</u>	<u>Microfilm Reels</u>
Secretary of State		
Index Department		
Deeds to State Property (8 cases)	48	
General Assembly, Legislative Commission on Municipal Revenue. 1952	10	
Peoria County Recorder		
Books 957-983	—	2
	38	9

ARCHIVES REFERENCE

October 1954

State Business:

In Person

Secretary of State

Corporation Department

Annual reports	63
Index cards	47
Railroad records	6

Executive Department

Land records	5
Trade marks	2
Oaths of office	1
Certificates of qualifications	1

Index Department

Enrolled laws	8
Election records	17
Official bonds	2

Securities Department

Closed cases	1
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Registration and Education Department

Pharmacy	2
Real estate salesman	3
Real estate broker	1

General Assembly	8
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Service Recognition Board	7
---------------------------	---

By Mail

Service Recognition Board	37
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State Records Commission	1
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ARCHIVES REFERENCE

October 1954 (cont'd)

History

In Person

Randolph County microfilm	1
County Histories and other volumes	4
Tazewell County board minutes	1

By Mail

10
<hr/> 15

Family History

In Person

War Service Records

Civil War	9
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Census Records

Federal Census

1840	4
1850	9
1860	9
1880	4

State Census

1843	1
1863	2

Name Index

13

By Mail

War Service Records

Black Hawk War	1
Civil War	13
World War I	1
	<hr/> 57

Counties

By Mail

2
<hr/> 2

ARCHIVES REFERENCE

October 1954 (cont'd)

Archival Technique

In Person

By Mail

Grand Total

4

5

9

296

ARCHIVES CATALOG

October 1954

Catalog

0

Name Index

1850 Federal Census, Cook County

4,772

DEPARTMENTAL VAULT ADMISSIONS

October 1954

Adjutant General's Office	4
Division of Architecture and Engineering	4
Attorney General's Office	4
Auditor's Office	48
Civil Service Commission	8
Commerce Commission	2
Department of Conservation	1
Corporation Department	5
Executive Department	20
Finance Department	1
Department of Mines and Minerals	1
Department of Public Instruction	3
Department of Registration and Education	41
Supreme Court	3
Teachers' Retirement System	21
Treasurer's Office	15
Division of Waterways	<u>6</u>
	187

PHOTOGRAPHIC LABORATORY

Report for October 1954

Offset Negatives	<u>8 1/2 x 11</u>	<u>10 x 12</u>	<u>11 x 14</u>	<u>12 x 18</u>	<u>14 x 17</u>
	26	116	7	1	3
Total,	153				

Photostats

Negatives

Positive

State Library

84

Archives

48

1

Corporation Recording

2

-

134

1

Photographs

Negatives

8 x 10

State Library

Archives

2

Public Relations

61

0

63

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for November 1954

Accessions:

Mercer County began filing security copies of its records with us in November. Other accessions were routine additions to old files.

Departmental Vaults:

The following Departments made transfers to their Vaults: Civil Service Commission, Finance Department, Registration and Education Department, State Treasurer, Auditor of Public Accounts and State Library.

Staff Work:

No new work assignments have been made in the past month except that Miss Daigh began indexing the names of Illinois men serving in Missouri regiments. Descriptive Rolls 1-7 have been completed. She also assisted me in typing catalog cards. She completed the unfolding and re-filing of the Civil War regimental administrative papers.

I have continued with the recataloging of the General Assembly bound records, but have not completed the work as I had hoped to do by December first. The large number of withdrawals shown in the statistics is due to replacements of obsolete temporary cards made for the most part prior to the adoption of our present catalog rules in 1938. Mr. Cassidy and I have decided that the next step in cataloging should be the analysis of the General Assembly material filed in drawers marked Miscellaneous, rather than a continuation of the series cataloging which is about four-fifths completed. When Miss Scheffler completes the canal records she can complete the series cataloging, or assist with the General Assembly analytical, whichever seems more urgent.

Mr. Rountree has completed the filing of the letters P and Q of the Corporation Reports. We had hoped to complete the alphabet before the next year comes over, but his duties give him little time for filing. Miss Still is being trained to take over the filing gradually. She is filing in the letter M in the Corporation Index. She also unfolds and staples corporation reports ahead of Mr. Rountree. She also does miscellaneous filing, notable preliminary work on The Name Index cards.

Miss Scheffler has completed the cataloging of 48 more volumes of canal records. The volumes as yet undone are the "stickers" - less important records but because of their miscellaneous nature hard to classify and describe. Most of her work has been on the Christmas exhibit and on the January exhibit "One Hundred Years Ago in the General Assembly." Her Road exhibit has brought much favorable attention, notably a feature article in the Illinois State Register by Malden Jones.

Personal Notes:

Mr. East's Illinois Libraries article on Santa Anna's Cork Leg was printed in expanded form in The Westerners Brand Book, September 1954 vol. 11 no. 7. He is now working on a history of the building of the present State House, having uncovered new material on architectural credit from archival records.

Miss Scheffler served as chairman of the Meals Committee of the I. L. A. meeting held here November 4-6. She has been asked to represent the Illinois State Library on the I. L. A. Membership Committee for 1955-56 and to help with plans for a meeting of the Illinois Chapter of the Special Libraries Association to be held in Springfield April 23, 1955.

Miss Crowley and Miss Still were donors to the Secretary of State's blood bank November 23.

Mr. Quonn and Miss Still were sent home to work at the polls for the November 2 election. Mr. Quonn returned November 3, Miss Still November 4.

The Springfield Zonta Club had an exhibit in a downtown store window November 1-6, to show the various types of work done by the members. I sent a photographic copy of the 1818 State Constitution to illustrate my work.

Mr. Cassady and Mr. Quonn attended the November film preview, held in the Illinois Education Association Building rather than the Archives Building.

Mr. Spiegel, a graduate student at the University of Illinois, is proposing to do a doctoral dissertation on the history of the Illinois Court of Claims and its predecessors. He spent one day here surveying available material.

The office was closed on Election Day November 2, Armistice (renamed Veterans') Day November 11, Thanksgiving Day November 25, also on the Friday following. Auditor's clerks worked in the Archives Building by special permit November 26.

Mr. Alexander B. Maley of the Alexander Chemical Corporation of Chicago went through the canal records relating, with Miss Scheffler, and selected 20 documents relating to Lemont, Illinois, where his firm has a plant on canal land. He purchased positive photostatic copies of these which he has had framed. He wrote, "The people in our office have gotten a great kick out of the documents you sent, and one of the girls thinks she recognizes an old relative on the payroll list."

The State Records Commission held its monthly meeting in the Archives Building November 3. One of the I. L. A. convention committees met in the building the evening of November 1.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

November 1954

Documents

Microfilms

Marcer County County Clerk

Security Microfilm # 1-48

48

Secretary of State

Index Department

Deeds to State Property
(4 cases)

19

Registration and Education Department

Registered Nurse Applications

28,756

28,775

—
48

ARCHIVES REFERENCE

November 1954

State Business

In Person

Secretary of State

Corporation Department

Annual records	53
Index cards	39
Index volume	1

Executive Department

Appointments	9
Land records	1

Index Department

Election records	2
Enrolled Laws	12

General Assembly

24

Registration and Education

1

Registered Nurse	1
Registered Pharmacist	1
Real Estate Salesman	1
Real Estate Broker	1
Pharmacist Apprentice	1

Service Recognition Board

1

By Mail

Secretary of State

Executive Department

Land Records	2
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Registration and Education Department

1

Service Recognition Board

56

ARCHIVES REFERENCE

November 1954 (cont'd)

History

In Person

Court of Claims
History of State Departments
Canal records

1
1
20

By Mail

4

World War I

2

28

Family History

In Person

Census Records

Federal

1830
1840
1850
1860
1880

2
2
19
3
3

State

1840
1855
HRS. transcript: Madison
Civil War
Spanish American War
Name Index

1
1
1
13
1
14

By Mail

War Service Records

Civil War
Spanish American War

29
1

Family History

29

119

Advisory Services

In Person

1

By Mail

Archival Matters
County Officers

3

1

Grand Total:

338

ARCHIVES CATALOG

November 1954

Name Index

1850 Cook County (Crowley)	1428 cards
Canal records (Scheffler)	<u>224</u>
	1652

Series Cards Secondary Cards X Reference

Catalog

Canal records (Scheffler) (48 volumes)		78	
General Assembly (Norton)	<u>627</u>	<u>721</u>	<u>12</u>
	627	799	12
	<u>799</u>		
	<u>12</u>		
Withdrawals	1438		
	<u>737</u>		
Net Additions	701		

DEPARTMENTAL VAULT ADMISSIONS

November 1954

Adjutant General's Office	3
Attorney General's Office	2
Auditor of Public Accounts	38
Civil Service Commission	27
Commerce Commission	5
Corporation Department	1
Executive Department	18
Finance Department	2
Department of Mines and Minerals	1
Department of Public Instruction	2
Department of Registration and Education	35
Securities Department	1
Teachers' Retirement System	15
Treasurer's Office	18
Division of Waterways	<u>2</u>
	170

PHOTOGRAPHIC LABORATORY

November 1954

<u>Photostats</u>	<u>Negatives</u>	<u>Positives</u>
State Library	16	5
Archives	50	23
Corporation Department	<u>34</u>	—
	100	28

<u>Photostats</u>	<u>Negatives</u>	<u>8 x 10 Prints</u>
State Library	8	16
Archives		18
Public Relations	<u>4</u>	<u>16</u>
	12	50

<u>Offset Negatives</u>	<u>8 1/2 x 11</u>	<u>10 x 12</u>	<u>11 x 14</u>
	8	36	25 - Total 69

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for December 1954

Accessions:

Accessions were routine in nature.

Departmental Vaults:

In accordance with arrangements made before Miss Rogers was taken ill, the Civil Service Commission has installed a file clerk in its vault to put through a microfilm project for some of its case records.

Transfers were made to their Departmental Vaults by the Auditor of Public Accounts and the Department of Public Works and Buildings.

Mrs. Shan Durkin, secretary to the Director of Public Works and Buildings, is weeding the correspondence files of that Department, now in the Archives Building, with a view to segregating the records of permanent from those of ephemeral value and will seek permission to destroy the documents of no value.

Staff Work:

The project of the archivist to get temporary and or permanent cards into the catalog for all series listed in the new Shelf List is substantially completed. Left to do are a few volumes in the Insurance records on which Mr. Cassady is working, about 50 volumes of canal records, the so-called "Miscellaneous Series" (which requires analytical) and a few series of minor importance.

My own major project for 1955 will be the detailed analytics for the unbound General Assembly records, of which probably about half have already been worked upon. Following that I shall be working on bringing the History of State Departments (completed thru 1943) up to date.

Indexing continues as a major project. Miss Daigh is still working on the Illinois soldiers in Missouri regiments index, having completed 10½ books. As we have not read proof on these we do not have statistics. Miss Crowley continues with the indexing of Cook County 1850 census. Mr. Cassady has reached volume 349, year 1915 in the index to insurance reports.

Mr. Rountree and Miss Still did not quite catch up with the filing before the new Corporation reports came over (January 4), but with the two of them filing we hope to get

caught up despite the Department's insistence upon our taking two years' reports this time 1952 and 1953. Miss Still finished the letter "T" in the Index Cards and Mr. Rountree is filing annual reports in the letters starting "Rick."

Miss Scheffler spent all her time on two exhibits the Christmas exhibit (displaying facsimiles of illuminated manuscripts from the Art Department), and the biennial "One hundred years ago in the General Assembly." Miss Daigh assisted her.

Reference work, at a slower pace because of the holiday season, continued as usual, with Mr. East doing most of the mail reference and Miss Crowley, assisted by Mr. Cassady and Mr. Rountree the direct reference.

I held several conferences with representatives of two local microfilm companies. Mr. Martin of Capitol Microfilm Record asked information about State microfilm legislation and policies. Mr. Reuter of Cam-Record, which is doing the microfilming of State warrants for the Auditor, has been asked to make a survey of Appellate Court records for the Chicago Court. The Court does not at present contemplate destruction of their original records, but the use of microfilm copies for office and more commodious storage for originals than it can afford in its present location. Mr. Reuter asked if the State Records Commission has jurisdiction over the records of Appellate Courts. I took this matter up informally with the Commission. Mr. Field, the Attorney General's representative, said that in his personal opinion the General Assembly does not have the power to bring the matter of the Court's records into the jurisdiction of the State Records Commission--that to his knowledge the matter had not arisen with respect to court records, but the Supreme Court should be asked for a ruling. Of course, that could not be quoted but I was able to give a background for discussion.

I also held a conference with Mr. Gillen concerning a conference of Secretary of State's department heads with representatives of Records Engineering, Inc., to be held January 12. This group tried to sell the Governor on installing a Records Management Program two years ago but the Governor at that time felt that the proposition was premature. He thought all elective State officers should be brought into the program. Evidently another attempt is being made this session. I think Mr. Gillen was agreeably surprised when I told him that the proposed program fits into our own program. See the section on the State Records Commission in my biennial report for 1952/54.

Captain Lynn of the Adjutant General's office discussed with me proposed legislation to have the Archives Division service calls on World War I bonus. We now have the original records (badly charred in the 1934 Arsenal

fire) but refer calls to the Adjutant General who consults his microfilm copy. It is necessary to change the working of the law for us to do their work. I told Capt. Lynn we are agreeable.

I also requested Mr. McCaffree of the Legislative Council to draft a proposed amendment to the State Microfilm Act, following instructions from the State Records Commission. So far I have not received a copy.

Mr. Reid, the Photographic Laboratory Staff and I held a conference concerning congestion in our Laboratory. The Laboratory was planned for microphotography and photography only, with the expectation that one or at most two photographers would be working there. Additional work which has come to the Laboratory, particularly publicity and Blue Book photography for the Secretary of State's office, and more recently the offset print work, has caused difficulty about getting out the work promptly. We have decided to make what is now the entrance to the Laboratory--i.e., the east room into another dark-room, to move the lithograph machine and some other equipment. Mr. Reid also consented to our request for an additional member of Photographic Laboratory staff. Mr. Helm recommended the appointment of a clerk to be trained by him, and primarily to do photostating and microphotography. He thinks we will get better results than by holding a civil service examination for a photographer who would probably have to unlearn what he already knew. We all agreed that Mr. Helm is undoubtedly right about this. Mr. Reid is to try to get this clerk added to our budget.

Miscellaneous Notes:

Film previews are now being held in the auditorium of the State Educational Association building across the street. Mr. East, Miss Still and I were on the committee for the last.

The State Library Christmas Party Committee met in the Conference Room one day, the State Records Commission meeting for December and the State Library Staff meeting for December on two other days. At our Archives Staff meeting we have started instruction on the various kinds of archival finding aids, for the special benefit of new staff members.

Mr. Fred Dickerson, afternoon watchman, was struck by a car on the evening of December 17, sustaining a broken leg, crushed pelvis and serious internal injuries. He seems to be progressing, though his age (72 years) probably precludes the possibility of complete recovery.

The Secretary of State's office was closed at noon / Friday, December 24 and 31. Members of the State Library staff who were going out of town for Christmas were allowed Friday morning off also, while other staff members were allowed a one-half day another day of the week preceding Christmas.

An electric typewriter was purchased for the use of the archivist's secretary.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

December 1954

	<u>Documents</u>	<u>Microfilms</u>
Secretary of State		
Index Department		
Deeds and Abstracts (1 case)	2	
Mercer County Clerk		
Security Microfilm		36
Illinois Legislative Council		
Special studies	*335	
Adjutant General		
Correspondence re service records	<u>2500</u>	—
	2837	36

*Estimated

ARCHIVES REFERENCE

December 1954

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	78
Index Cards	62
Railroads	7
Correspondence	1

Executive Department

Trade Marks	6
Executive Record	

Index Department

Deeds to State Property	4
Enrolled Laws	24
Notary Bond	4
Elections	1

General Assembly	8
------------------	---

Registration and Education Department

Nurses	7
Pharmacist	1
Real Estate Broker	2

Illinois and Michigan Canal	1
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Service Recognition Board	3
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History State Departments	3
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By Mail

Service Recognition Board

World War II	28
Korean War	4

ARCHIVES REFERENCE

December 1954 (cont'd)

Advisory Services

In Person

4

By Mail

9

13

Family History

In Person

Census records

1840

1

1850

2

1860

4

1880

5

Name Index

19

Service Records

Black Hawk War

1

Civil War

3

By Mail

Family History

33

Service Records

Black Hawk War

1

Civil War

23

World War I

3

15
93

History

In Person

County Board Minutes

1

Executive Record

1

Governor: Correspondence

7

County Histories, Gros Index, etc.

2

By Mail

4

15

ARCHIVES REFERENCE

December 1954 (cont'd)

Advisory Services

In Person

3

By Mail

1

Grand Total

372

18

390

ARCHIVES CATALOG

December 1954

Catalog

General Assembly Records, Bound Volumes

232 Series Cards

517 Secondary Cards

5 Cross Reference Cards

754

348 Withdrawals

406 Net Gain

Name Index

Federal Census 1850

Cook County

2040

State Census 1825

Randolph County

582

2622

DEPARTMENTAL VAULT ADMISSIONS

DECEMBER 1954

Adjutant General's Office	3
Attorney General's Office	1
Division of Architecture and Engineering	1
Auditor of Public Accounts	55
Civil Service Commission	44
Illinois Commerce Commission	4
Corporation Department	1
Executive Department	23
Finance Department	4
Insurance Department	4
Illinois Liquor Control Commission	1
Department of Mines and Minerals	4
Department of Registration and Education	40
Securities Department	2
Teachers' Retirement System	15
Treasurer	8
Division of Waterways	5
Department of Public Welfare	2
Department of Public Works and Buildings	4

4
221

PHOTOGRAPHIC LABORATORY

December 1954

Offset Negatives

4 8½ x 11 in.
49 10 x 12 in.
15 11 x 14 in.
5 14 x 17 in.
73

Photostats

Negatives

State Library
Archives
Corporation Department

28
6
47
81

Photographs

Negatives

8 x 10

State Library
Blue Book

6
—
6

36
20
56

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

January 1955

Accessions

Accessions were routine in nature. We expect major transfers of records when the various State departments make plans for moving. We hope that many supposedly lost records will come to light.

Departmental Vaults

The following Departments moved records into their Departmental Vaults during the month: Corporation Department (Secretary of State's correspondence); Shipping Department (election tally books, required to be retained for 2 years and brought to the Archives Building for security purposes); The Department of Public Works and Buildings.

Mrs. Durkin, secretary to the Director of Public Works and Buildings, is weeding out their correspondence files with a view to retaining only official records and seeking authorization for destruction of ephemeral records which should never have been interfiled with these in the first place.

Records Management Project

The most important development and one which is most gratifying to the archivist is the proposal by the Secretary of State and the Governor to seek an appropriation to employ Records Engineering, Inc., of Washington, to make a survey of their records in connection with the inauguration of records management programs. I was called in on one of the preliminary conferences in Mr. Carpentier's office, those present being Secretary of State Carpentier, Senator Gerald P. Nye and Irving Zitmore of Records Engineering, Inc., Mr. Hodgman, Mr. Gillen and myself. Later I held a conference with Senator Nye and Mr. Zitmore. They wanted information about which departments would be most receptive and where their work would be most constructive. I recommended to them that they recommend the appointment in the Governor's office of a Records Management Officer for the Code Departments, separate from the Archives and neither under nor over the archivist; eventually the appointment of such an officer for each of the major departments, as has been done in Washington. Later these gentlemen met with the Governor and Secretary of State in Chicago. Later Mr. Zitmore wrote me as follows:

" ... At one of these meetings the Governor asked us to submit a comprehensive proposal and statement of justification covering the proposed records management survey...

Our proposal stresses the records creation aspects. This is in line with the Governor's suggestion. The Governor also stressed the importance of our recommending overall standards and criteria which would have application on a State-wide basis. This, of course, was gratifying to us because his thinking parallels your own very thoughts on the need for State-wide standards. The Governor felt that he would encounter no difficulty with the legislature in securing the required funds. We have suggested the following areas for study:

- Department of Finance
- Department of Labor
- Department of Public Health
- Department of Public Safety
- Department of Public Welfare
- Department of Revenue
- Civil Service Commission
- Commerce Commission
- Liquor Control Commission
- State Employees Retirement System

We, of course, would also gather data in such other departments of the State Government as necessary in order to install State-wide standards for the operation of an efficient and economical records management program."

In view of this project it seems desirable for me to modify my plans for the next six months and to devote myself to an attempt to bring our History of State Departments, which now ends at 1943, down to date. In this short time I cannot hope to do more than to compile bibliographical citations, but this should be a help to the surveyors.

I have not suggested it, but I wonder if we could not offer our second floor Conference Room as headquarters. That would insure that I would be able to keep in close touch with what they are doing. Of course, they would have to move out when we need the room. Perhaps the Governor has some space in mind for them--I haven't heard.

Archives Building

I spent a day and a half figuring space holdings by the library in the Centennial and Archives buildings. Present plans do not seem to include removal of the Vital Statistics Division from the Archives Building. Mr. Reid is to present a joint report on space requirements, to the Secretary. My biennial report, a copy of which was given to Mr. Gillen, summarizes the needs.

The Clerk of the Supreme Court is requesting the Auditor to vacate the south bays in his Departmental Vault. This was loaned temporarily for the housing of the very important land records. We shall have to make provisions for these elsewhere. The Auditor is still unwilling to transfer them to the Archives proper. Mr. Day and Mr. Lane will be having a conference with me shortly to discuss the matter. Another agreement in favor of getting the 4 Departmental Vaults back from Vital Statistics.

A false alarm brought the fire department to the Archives Building on January 27. Apparently the alarm was tripped off at the city fire station. We had a good fire drill, anyhow, with no panic.

New typewriters (one an electric machine) have been furnished to Mr. Quonn, Miss Scheffler and Miss Norton.

A new strip of linoleum was installed at the entrance to the Museum Room. The old linoleum was broken and loose.

The Conference Room was used for the State Records Commission meeting January 5 and the Library staff meeting January 11.

Visitors

Mr. Jeremias Mama Akita, national archivist for the Gold Coast, Africa, was a visitor the week beginning January 10. Mr. Akita is a graduate of Queen's College, Cambridge and has done graduate work at London University and the British Public Records Office. He spoke before the Springfield Catalogers' Club and the Springfield Chapter of Frontiers of America. He was also entertained by various members of the Archives staff. The fact that he stayed all week instead of the 3½ days on his schedule proved what he said about having received the warmest welcome here of any place he had visited.

A Swedish librarian visited us briefly on a library tour with Mr. Reid. Three school classes visited us.

Illinois Imprints Project

The Illinois Imprints project started by the late Douglas McMurtry and continued by the Historical Records Survey and the late Major Allen, has been revived Mr. Cecil K. Byrd, assistant director of the Indiana University Library and editor of the recently completed Indiana imprints project is taking over the work. Newberry Library, the Illinois State Historical Library and the Illinois State Library are continuing as co-sponsors. I attended a conference at Newberry Library on the subject on January 25.

Archives Exhibit

The biennial exhibit, "100 Years Ago in the General Assembly" was compiled and placed by Miss Scheffler.

For our next exhibit we plan one on early State Buildings, to coincide with the opening of the new State Office Building.

Archives Staff Work

Aside from my various activities alluded to above, I worked on preliminary notes for cataloging the miscellaneous records of the General Assemblies, working backwards from 1953. My procedure was to check the session laws and journals for the reports supposed to have been filed, then to prepare entries for those reports printed in the journals, then to check the list of reports called for or filed with our receipt records and to prepare catalog entries for the latter. I have checked the session laws and journals for the period and hope to type main entries for the reports, etc., printed in full in the journals. I shall turn the project over to Miss Scheffler when she completes the cataloging of canal records.

Mr. East, of course, continues to do the mail reference on family history and war service records. We do not keep statistics on the places from which we receive inquiries concerning World War II and Korean bonus, since there can be no question about the propriety of answering such inquiries. Mr. East feels strongly that we are giving too much attention to out of state genealogical search. In January we received inquiries from 24 states and the District of Columbia; California inquiries leading with 7; New York and Oregon with 4. 22 Illinois cities and included in these are requests for Illinois war service records, which again cannot be questioned. Also included are some of the historical and archival inquiries which I handle myself. Miss Rogers and I feel strongly that since we have the census records and since Washington refuses to make searches for individuals, we should do so. We limit the amount we do to searches for not more than two families in not more than two counties. We have a few "regulars" who are probably professional genealogists, but I cannot see that our services are being exploited. Furthermore, our Illinois citizens doubtless write far more letters than we receive to eastern archival institutions. Illinois has a reputation for generosity in its genealogical work, and it certainly makes for good will.

Mr. Cassidy continued the indexing of insurance reports. He has reached F488, 1916. He also did Mr. East's mail reference work for several days the latter was out ill, and has also assisted since with the rather heavy mail.

Mr. Rountree checked in the accessions, helped with the reference work and did other miscellaneous tasks. He completed the filing of the 1950 and 1951 Corporation reports thru the letter R and combined all unfiled reports (including 1952 and 1953 just received) for the letter S-Z. Miss Still completed filing the Corporation Index Cards, has combined the Corporation Reports for 1952 and 1953 (also including the unfiled 1951's), and reported that she filed the annual reports for the "not-for-profit Corporations. I doubt if she has accomplished this latter-- she is probably doing preliminary filing for the not-for-profits. She has also unfolded and stapled Corporation reports for the letter "A". Miss Still is developing into an excellent file clerk and we hope this year to get really caught up.

Miss Daigh continued the index to Illinois soldiers serving in Missouri regiments during the Civil War, completing Descriptive Rolls # 19-29. She has also done some unfolding and sorting of files.

Staff Notes

Mr. Rountree is serving on the Urban League Forum Committee.

Respectfully submitted,

Archivist

" ILLINOIS 100 YEARS AGO "

CENTENNIALSTown charters 1855

Atlanta, Logan county
Brooklyn, Massac county
✓ Carlinville, Macoupin county
✓ Chester, Randolph county
Clinton, De Witt county
Collinsville, Madison county
Columbus, Adams county
✓ Danville, Vermilion county
Ewington, Effingham county
~~Freeport, Stephenson county~~
Geneseo, Henry county
Girard, Macoupin county
Greenup, Cumberland county
Greenville, Bond county
Grayville, White and Edwards county
Hillsboro, Montgomery county
Jerseyville, Jersey county
Mc Henry, Mc Henry county
Moline, Rock Island county
Palestine, Crawford county
Salem, Marion county
Tiskilwa, Bureau county

City charters 1855

Decatur, Macon county
Freeport, Stephenson county
Kankakee, Kankakee county
Macomb, Mc Donough county
Marshall, Clark county
Urbana, Champaign county

Masonic Lodges 1855

Richmond Lodge # 143,	Richmond
Robert Burns Lodge, #113,	Keithsburg
Hancock Lodge, # 20,	Carthage
Clinton Lodge, # 19,	Petersburg
Oquawka Lodge, # 123,	Oquawka
Washington Lodge, # 55,	Nashville
Greenup Lodge, # 125,	Greenup
Greenup Lodge, # 125,	Greenup
Jonesboro Lodge, # 111,	Jonesboro

ILLINOIS FIRSTS

W State Arsenal, Springfield (illustration)

The sum of \$ 7000 was appropriated to purchase a suitable piece of ground, in or near the city of Springfield, and to build thereon an arsenal for the safe keeping and preservation of state arms.

This building still stands on North Fifth street.

County agricultural societies Agricultural premiums

To encourage the formation of county agricultural societies, the state sum of \$ 50 was appropriated, to be matched by the society, for premiums offered by county agricultural societies.

S ✓ General cemetery incorporation law

The first general act to provide for the incorporation of cemetery associations. Five or more persons were authorized to associate themselves together for the purpose of forming a cemetery association in any incorporated city, town, village, etc. Said association to have the power to "enclose and ornament said burial ground, to build and erect a hearse house, and keep the same in proper repair; to purchase a hearse or hearses, and do all the necessary acts, to the end that all the appliances, conveniences, benefit of a public and private cemetery may be desired or obtained." The property was exempt from taxation.

To incorporate Masonic and Odd Fellow's Lodges, Division of the Sons of Temperance, and other benevolent societies.

A general act enacted to incorporate Masonic and Odd Fellows' Lodges, Divisions of the Sons of Temperance, and other benevolent societies. There was a previous general act on the Grand Lodge of Masons.

Regulations of railroads (other than granting of charters)

An Act to provide for the burial of the dead occurring on railroads, and in or by vehicles carrying passengers.

An Act to regulate the duties and liabilities of railroad companies.

First general game law

An Act entitled "an Act to preserve the game in the state of Illinois." In 1853 a game act applying to certain counties only, was passed.

First school code after creation of office of Supt. of Public Instruction

An Act to establish and maintain a system of free schools, which ~~states~~ concerns: the election and duties of the State Superintendent of Public Instruction; school commissioners, their election and duties; townships for school purposes, the election and duties of Trustees of schools; school directors, their election and duties; teachers and their duties; duties of the township treasurer; township and county school funds; common school funds; additional taxes in townships for schools; common school lands, etc.

Chicago Board of Sewerage commissioners

An Act to incorporate a board of sewerage commissioners, for the city of Chicago.

ILLINOIS FIRSTS continuedPocahontas Tribe no.1, Improved Order of Red Men, Paris, Edgar county.

Samuel Graham, Wm. Henry, Lisbon Odenbaugh, James W. McMillan, Charles Carey and others to become members, were constituted a body politic and corporate and authorized to incorporate the "Pocahontas Tribe, No.1, of the Imperial, Improved, Order of Red Men", located in the town of Paris, Edgar county, Illinois. Said corporation not to hold property to an amount exceeding \$ 10,000.

COUNTIESRelocation of county seats.

Acts to authorize elections for the relocation of county seats in Cumberland and Mc Henry counties.

New county

An Act was passed to create a new county, to be known as Harrison county, from certain portions of the counties of Mc Lean, Champaign and Vermilion. The county was never organized.

Boundaries changed

Acts were enacted to change the boundaries of the counties of Vermilion and Kankakee; and of Bluff precinct in Monroe county.

NEW COURT HOUSES

The following counties were authorized to borrow money to build new court houses:

- ✓ Rock Island
- ✓ Peoria
- Mc Henry
- Gallatin

Boone county- additional tax to complete county buildings
 Grundy county - " " " " " " court house

MISCELLANEOUS

Crawford county was authorized to issue bonds for the construction of the Wabash railroad. Said county to issue bonds to the amount of \$ 30,000.

To purchase bread stuff

The counties of Wayne, Edwards, Franklin, Hamilton authorized to borrow, not to exceed \$5,000 each, the sum to be "applied to the purchase of bread-stuff for those of their citizens who are unable to purchase or buy the same."

Winnebago Swamp Drainage Company

Moses H. Head, James M. Allan, John Bryant, Silas Noble, Winfield S. Wilkinson and others incorporated the "Winnebago Swamp Drainage Company" Capital stock not to exceed \$ 200,000. Certain counties were empowered to negotiate for the purpose of drainage, the counties of Lee, Bureau, Whitesides and Henry. Company authorized to straighten the Green river.

MISCELLANEOUS Continued

Names of individuals changed

By Acts of the Legislature the names of certain individuals were changed and legal adoption was legislated. There were 19 persons whose names were changed and who became legal heirs of those who adopted them.

State pedlars' license

Stephen S. Taylor was the only person to whom a state pedlars' license was issued in 1855. Other pedlars received town, city or county licenses. The state licensed Taylor "the proper authority of the state to peddle goods, wares and merchandise anywhere in the state, free of charge, for the term of two years: Provided, ... that he, transact business upon a capital of not more than \$500." He was not allowed to employ any agent or agents.

Chicago Tunnel Company

An Act to incorporate the Chicago Tunnel Company for a term of 50 years. The incorporators included: William B. Ogden, George Steel, Henry Farnam, John H. Kenzie, Peter Page, Edward Benling, Edward H. Haddock, Walter L. Newberry, John S. Reed, Isaac N. Arnold, Henry Smith, George F. Ramsay, Sylvester Lind, Ezra B. McCagg, A.C. Stuart, William Lill, Phalo Carpenter, George W. Snow and James H. Rees and others. They were authorized to build "tunnels in, under, through or across the Chicago river or either of its branches"...

State census of 1855

Provision was made for taking the census of population for the year 1855 in the state of Illinois. A Joint Resolution provided for the first and only census of the deaf and dumb in the state.

Cedarville Cemetery Association

The Cedarville Cemetery association was organized, by an Act of the Legislature, at Buckeye, Stephenson county. Jane Addams, whose father was one of the incorporators, is buried there.

Chicago, Burlington and Quincy Railroad

The name of the Chicago and Aurora Railroad company was changed, by a special act of the legislature, to the Chicago, Burlington and Quincy railroad

Illinois Central Cross Railroad Company

Of the 22 railroads chartered in 1855, 5 of them were to connect with the Illinois Central Railroad thus forming a net work of railroads across the state, to aid transportation from east to west and from north to south, as well as west to east and south to north.

Equality Salt Company

An Act to incorporate the Equality Salt Company ".to dig, bore and mine for salt water, coal and other minerals, and to manufacture, sell and transport the products of their wells, and mines; to establish and carry on the cooperage business, and with all other powers necessary ... to promote the prosecution of their business. "

Caseyville Steam Mill Company

An Act to ~~xxxxxx~~ incorporate the Caseyville Steam Mill Company for the "purchase of grain and the manufacture and sale of flour, meal, etc.,

MISCELLANEOUS continued

Caseyville steam mill co. continued.

together with the purchase and sale and manufacture of any and all material of wood or iron, or other matter for building houses, boats, railroads, cars, agricultural or other implements, and building with or selling the same; also, the manufacture or purchase and sale of any and all kinds of machinery and tools and such other kind or species of manufacture as they may deem profitable. "

Cantine Manufacturing Company

An Act to incorporate the Cantine Manufacturing Company for the purpose of the "manufacture of flour and meal from grain, the manufacture of glass of any and every description, and generally to enter into and carry on any kind and all kinds of mechanical and manufacturing business by mills, furnaces, founderies, factories, machine shops or other structures for fabricating and constructing any and every kind of articles of wood, metals, wool, cotton silk or other material or any composition, ...and do the same by steam, other power or mode not forbidden by law. Capital stock not to exceed \$500,00

Of the nine manufacturing companies chartered, five of them were grain mills.

INSURANCE COMPANIES

Mercantile Insurance Company, Chicago

An Act to incorporate the Mercantile Insurance Company, Chicago said company to "have power to make insurances and take risks on all kinds of property, both marine and fire, on life and health, and all such risks as any insurance companies have, and charge and receive such premiums therefor as may be agreed by and between the parties, either upon mutual or stock principle, or both." ... Company was authorized to establish agencies.

Of the 14 insurance companies, which were incorporated by acts of the legislature, all were fire insurance companies. The Mercantile Insurance Co. of Chicago being the only "marine and fire, life and health".

Decatur Marine and Fire Insurance Company, Decatur

An Act to incorporate the Decatur Marine and Fire Insurance Company in Decatur, Illinois to continue for a period of 30 years.

UTILITY COMPANIES

A number of gas, light and coke companies were incorporated, among them are the following:

- Alton Gas Light and Coke Company
- Bloomington Gas Light and Coke Company
- Cairo Gas Light and Coke Company
- Freeport Gas Light and Coke Company
- Jacksonville Gas Light and Coke Company
- People's Gas Light and Coke Company, [Chicago]
- Rockford Gas Light and Coke Company
- Waukegan Gas Light and Coke Company

The above named miscellaneous acts of the legislature are examples of the types of legislature enacted 100 years ago.

CENTENNIALS

Springfield Waterworks Company
Quincy Water Company
People's Gas Light and Coke Company, Chicago
Rockford Gas Light and Coke Company
St. James Hospital, Chicago
Kehilath Anshe Mayrib, Chicago synagogue
X Hahnemann Medical College

In 1922 the Hahnemann Medical College was combined with the Chicago Homeopathic Medical School and later took over the General Medical School. The Hahnemann Medical College is now the Chicago Memorial Hospital

X Eureka College

Mc Henry County Court House. The county was authorized to borrow money to build the Mc Henry County Court House.

Garrett Biblical Institute
on Northwestern University Campus, Evanston, Ill.

Illinois State Teachers' Institute
now the Illinois Education Association with offices at the corner of First and Edwards streets, Springfield, Ill.

PUBLIC LAWS enacted

New assessment and revenue code

Suppression of intemperance

An Act for the suppression of intemperance concerning the sale of spirituous liquors with some exceptions.

Illinois and Michigan Canal Contractors Claims

An Act for the settlement of claims of contractors of the Illinois and Michigan Canal, "For the purpose of making just and equitable settlement of claims of the contractors" testimony, taken before A. Lincoln and Noah Johnson, and reported to the Governor, was referred to a Commission.

Joint Resolutions passed concerned:

Mc Cormick Reaper Patent. Requested that patent not be renewed
International Exchange of Books, concerning Illinois, be arranged
by the Secretary of State

Pension for War of 1812. Pensions for veterans, widows and orphans
of soldiers of the War of 1812.

Vote on convention to amend the Constitution.

There are 101 laws on display, with some illustrative material, in the Museum room and on the second floor lobby of the Archives building.

MISCELLANEOUS continued

State Library Book Fund

\$ 500 was appropriated for the purchase of books for 1855-56

Warsaw Library Association

The Warsaw Library Association, Warsaw, Illinois was incorporated

Tradesmen organized

" The Association of Tailors of Chicago " and "Cabinet Makers' Society of Chicago" were among the first groups of tradesmen to organize to better their working conditions, wages, etc.

Agricultural Societies

To promote interest in agricultural fairs the following were incorporated.

- ✓ Tazewell County Agricultural Society
- ✓ Marion County Fair Ground Association
- ✓ Morgan County Agriculture and Mechanical Association
- ✓ Edgar County Agricultural Society

Benevolent associations

Masonic Temple Association of Chicago
Hibernian Benevolent Society of Chicago

Volunteer Fire Companies

Germania Fire Company No. 3 of the City of Peoria

Industries

Wabash Mining Company

Incorporated to explore for lead, copper, kaolin, fluor spar and other ores and mining and manufacturing the same.

Danville Coal Mining Company

Town plats vacated

Osceola, Stark county
Onsida, Mc Lean county
Rapid City, Whiteside county
Granville, Effingham county
Saint Louis, Pike county
Byron, Fulton county
Franklin, Pike county
Kankakee, Grundy county

Suppression of Intemperance

An Act for the suppression of intemperance

New assessment and revenue code enacted.

Box	Number	Title	Year
133	5948	✓... General cemetery law	1855
134	5972	✓... county of Harrison (never organized)	
"	5983	... purchase books for State Library	
"	5984	... assessment and revenue laws	
"	6000	✓... to provide for burial of the dead occurring on railroads ...	
"	6012	... settlement of claims of contractors, I & M canal	
135	6068	✓... regulate duties and liabilities of railroad companies	
"	6071	✓... county agricultural societies	
"	6072	✓... to preserve the game in the state of Illinois	
136	6076	✓... to establish and maintain a system of free schools	
"	6077	... suppression of intemperance ...	
"	6096	✓... incorporate the town of Ewington, Effingham county	
"	6097	✓... incorporate the town of Collinsville	
"	6103	✓... incorporate the town of McHenry	
"	6108	✓... to enable citizens of town of Salem ... to incorporate	
137	6113	... to incorporate the Ill. Central Cross Railroad company	
"	6117	✓... to incorporate the town of Danville	
"	6118	✓... to incorporate the city of Macomb	
"	6119	✓... to incorporate the town of Moline	
"	6122	✓... to incorporate the town of Hillsboro, Montgomery county	
"	6126	✓... to incorporate the town of Atlanta, Logan county	
"	6128	✓... to incorporate the city of Chester	
"	6129	✓... to incorporate the town of Grayville, White & Edwards counties	
138	6134	... to amend an Act to incorporate the town of Carlinville	
"	6138	✓... to incorporate the town of Girard	
"	6139	... to change the name of Uniontown, in Woodford county, to Mantua	
"	6140	... to change the name of town of Henia, in Logan county, to Atlanta	
"	6143	... to amend an Act ... charter of Chicago and Aurora Railroad company name changed to Chicago, Burlington and Quincy R.R. company	
"	6151	✓... to incorporate the town of Tiskilwa	
"	6152	✓... to incorporate the town of Columbus, Adams county	
"	6155	✓... to incorporate the city of Marshall	
"	6156	... to change name of Kankakee Depot and Bourbonais ... to Kankakee ...	
"	6165	... to amend an Act ... to authorize the Supervisors of Grundy county to borrow money	
"	6166	✓... to authorize ... building a court house and clerk's office ... Gallatin county	
"	6167	✓... to incorporate the Jonesboro Lodge no. 11 of Free and Accepted Masons	
"	6169	✓... to authorize relocation of county seat in McHenry county	

Box	Number	Title	Year
139	6172	... to vacate the town plat of ... Byron in Fulton county	1855
"	6176	... to authorize the supervisors of Boone county ... to erect or complete county buildings	
"	6177	... to incorporate the Marengo Institute of the Presbytery of Chicago	
"	6178	... to incorporate the Moline and Rock River Plan d and Macadamized road and bridge company	
"	6181	... to change the name of the town of Elyda to Winnebago	
"	6185	... to incorporate the Illinois State Teachers Institute	
"	6191	... to legalize the Acts of a Justice of Peace, William Armstrong, Menard county	
"	6193	✓... to incorporate Masonic & Odd Fellows Lodges, Div. of Sons of Temperance and other benevolent societies	
"	6198	... to change the name of Rantoul in Marion county	
"	6199	✓... to authorize the counties of Wayne, Edwards, Franklin and Hamilton to borrow money... to purchase bread stuff for those citizens unable to purchase or buy the same.	
"	6200	... to change the name of the town of Independence, in the county of Coles	
"	6201	... to vacate a certain street and change the name of the town of Granville ...	
"	6207	✓... to relocate the county seat of Cumberland county	
"	6209	✓... to change the name of Catharine Chute ...	
"	6214	... to incorporate the Garrett Biblical Institute	
"	6217	✓... to enable people of McHenry county to locate county buildings	
"	6219	... to incorporate the Cabinet Maker's Society of Chicago	
"	6221	✓... to authorize the Board of Supervisors of McHenry county ... to build a new court house	
"	6224	... to incorporate the Hibernian Benevolent Society of Chicago	
"	6225	... to incorporate the Knoxville Masonic and Odd Fellows Joint Stock Company	
"	6225 1/2	... to incorporate LaSalle Coal Mining Company	
140	6237	✓... to provide for building a state arsenal	
"	6251	✓... to incorporate Greenup Lodge no. 125 ... Masons	
"	6253	✓... to provide for a special tax in Crawford county for construction of the Wabash railroad	
"	6256	✓... to incorporate Clinton Lodge no.19 ... Masons	
"	6258	✓... to incorporate Washington Lodge no.55 ... Masons	
"	6259	✓... to incorporate the City of Decatur	
"	6260	✓... to incorporate Oquaka Lodge no.123 ... Masons Masons	
"	6261	... to incorporate the Germania Fire Company no.3 in the city of Peoria	
"	6264	... to incorporate Masonic Temple Association of Chicago	
"	6267	... to vacate the town plat of Franklin	
"	6269	... to incorporate the Quincy Wood and Coal Company	
"	6270	... to incorporate the Warsaw Library	
"	6271	... to incorporate the Cantine Manufacturing Company	
"	6272	... to incorporate the Association of Tailors in the City of Chicago	
"	6275	... to incorporate the Wabash Mining Company	

1855

ONE HUNDRED YEARS AGO IN ILLINOIS

ARCHIVES ROOM EXHIBIT JAN.1955

Box	Number	Title	year
142	6354	to incorporate the Danville Coal Mining	
141	6206.	... to incorporate Morgan County Agricultural & Mechanical Association	1855
"	6277.	... to incorporate the Springfield Water Works Company	
"	6285.	... to incorporate the Marion Fair Grounds Association	
"	6287.	... to incorporate the Caseyville Steam Mill Company	
"	6291.	✓... to incorporate Richmond Lodge no.143 ... Masons	
"	6303.	✓... to incorporate the Chicago Tunnel Company	
"	6306.	see above	
"	6310.	... to incorporate the Quincy Water company	
"	6314.	... to incorporate Eureka College	
142	6327.	... to incorporate a Benevolent Institution in the City of Chicago ... St.James Hospital	
"	6328.	✓... to incorporate the Cairo Gas Light and Coke Company	
"	6335.	✓... to incorporate the Winnebago Swamp Drainage Company	
"	6341.	... to change the name of the town of Berrian in Henry county ... to "Kewannee"	
"	6342.	... to incorporate Peoples' gas, light and coke company	
"	6346.	✓... to incorporate the town of Clinton, DeWitt county	
"	6347.	✓... to enable Stephen S. Taylor of Pike county to peddle goods in the State of Illinois	
"	6348.	... to attach T 30 & 31 and 2 miles off the north side of T 29 N, Range 9E, 3rd p.m. in Vermilion county to make part of Kankakee county	
"	6349.	✓... to authorize Board of supervisors of Peoria county ... to build court house	
"	6350.	... to incorporate certain persons ... for religious purposes "Kehilath Anshe Mayviv" in the city of Chicago	
"	6352.	... to incorporate Rockford Gas, light and coke company	
"	6353.	... to change the name of Richmond to Richview	
"	6360.	✓... to authorize authorize ... Rock Island county ... to build a jail and fire proof building	
"	6364.	✓... to incorporate Robert Burns Lodge ... Masons	
"	6378.	✓... to incorporate the Tazewell county Agricultural Society	
"	6379.	... to incorporate the Edgar county agricultural society	
"	6334.*	/// to incorporate the Danville Danville Coal Mining Company	
"	6367.*	... to incorporate the Equality Salt Company	
143	6387.	✓... to incorporate the town of Greenville, Bond county	
"	6392.	✓... to incorporate the town of Palestine, Crawford county	
"	6393.	✓... to incorporate Pocahontas Tribe no.1, Improved Order of Red Men in the Town of Paris, Edatr county, Ill.	
"	6409.	... to incorporate the Decatur Marine and Fire Insurance Company	
"	6413.	✓... to incorporate the town of Geneseo in Henry county	
"	6414.	✓... to incorporate the town of Jerseyville	
"	6417.	... to incorporate the Mercantile Insurance Company	
"	6421.	✓... to incorporate a Board of Sewerage Commissioners for the city of Chicago	
"	6422.	✓... to incorporate the city of Freeport	
"	6423.	✓... to charter the City of Urbana	
144	6429.	... to incorporate the Cedarville cemetery association	
"	6438.	... to incorporate the Hahneman Medical College	

ARCHIVES ACCESSIONS

January 1955

	<u>Documents</u>	<u>Volumes</u>	<u>Microfilms</u>
Secretary of State			
Corporation Department			
Annual reports			
1952	*45,000		
1953	*48,000		
Index Department			
Election records			
Primary 1954	8		
General Election 1954	*142		
Official Bonds	388		
Deeds to State property (1 case)	6		
Division of Waterways			
Illinois Michigan canal property survey	19	18	
Mercer County Clerk			
Security microfilm	_____	_____	<u>32</u>
	*93,563	18	32

*Estimated

ARCHIVES REFERENCE

January 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	116
Index cards	33
Railroad records	6

Executive Department

Trade Marks	10
Justice of the Peace	1
Pardon and parole	1
Requisition on Illinois	1
Notary bonds	2

Index Department

Enrolled laws	11
Election records	6

Securities Department

Closed cases	1
--------------	---

General Assembly	20
------------------	----

Registration and Education Department

Registered nurse	2
Real estate broker	1
Assistant pharmacist	1
Structural engineer	1
Apprentice pharmacist	2
Registered pharmacist	2

Service Recognition Board	8
---------------------------	---

Waterways Division	2
--------------------	---

By Mail

Canal records	2
Service Recognition Board	38
World War I	2
Korean War veterans	8

ARCHIVES REFERENCE

January 1955 (cont'd)

History

In Person

General Assembly

8

By Mail

5

13

Family History

In Person

Census records

1835

2

1850

4

1860

2

1880

2

County History

1

Name Index

10

Service Records

Civil War

14

Spanish American War

2

By Mail

Family History

39

Service Records

War 1812

1

Mexican War

1

Civil War

29

Spanish American War

5

112

Archival Technique

By Mail

14

Illinois Libraries articles on archives

6

20

Grand Total

402

ARCHIVES CATALOG

January 1955

Catalog

None

Name Index

U. S. Census 1850, Cook County

2160 cards

DEPARTMENTAL VAULT ADMISSIONS

January 1955

Adjutant General's Office	5
Division of Architecture and Engineering	4
Attorney General's Office	3
Auditor of Public Accounts	58
Civil Service Commission	43
Illinois Commerce Commission	1
Corporation Department	8
Executive Department	22
Finance Department	2
Illinois State Historical Library	4
Insurance Department	2
Liquor Control Commission	1
Department of Mines and Minerals	2
Department of Public Instruction	3
Department of Registration and Education	35
Shipping Department (Secretary of State's Office)	2
Supreme Court	1
Teachers' Retirement System	15
Treasurer	15
Division of Waterways	2
Department of Public Works and Buildings	4
Total	232

PHOTOGRAPHIC LABORATORY

January 1955

Offset Negatives

15	8½ x 11 in.
38	10 x 12 in.
80	11 x 14 in.
<u>1</u>	14 x 17 in.
134	

Photostats

Negatives

State Library	44
Archives	85
Corporation Department	<u>23</u>
	152

Photographs

Negatives

8 x 10

State Library		4
Archives		9
Drivers' License		32
Secretary of State	<u>2 (?)</u>	<u>24</u>
	2 (?)	69

ILLINOIS STATE LIBRARY

ARCHIVES SECTION

February 1955

Accessions

We turned down a request from the Division of Unemployment Compensation, Department of Labor, to transfer some bulky records which the State Records Commission had refused to permit them to destroy. We pointed out to them that the State Records Commission had been willing to permit the destruction if it were assured that the files had been weeded and that they contained no documents of permanent value. We stated that we have to refuse to accept unweeded files, but suggested that when and if the Governor employs records management experts that these persons be requested to work out a simplified method for weeding those files. If we did not enforce such a policy the Archives would become a mere dumping ground.

We have also received notice that the Treasurer of Macon County has petitioned for a hearing on the destruction of certain tax and chattel mortgage records, and also for an order to transfer 78 volumes of records created prior to 1870 to the Archives. Under the law we are compelled to accept such records. Most of these records don't sound very valuable, but some go back to 1840. The hearing has been set for March 16 so we presume the records will be coming over shortly thereafter. We have notified them that responsibility for and cost of the transfer is to be borne by the county.

The National Archives has offered us the original census schedules for Illinois for the year 1880 and we have written them that we will accept the records and pay the charges incidental to the shipment. We have a microfilm copy of the census and the original is in poor condition, but we do not want the original destroyed, which seems to be the alternative. That would be a good project on which to start the operation for the new laminating machine.

Departmental Vaults

Records were taken to their Departmental Vaults by the following: State Treasurer, Executive Department of the Secretary of State's Office, Division of Waterways, and Auditor of Public Accounts.

Staff Work

In the month of February we received inquiries from 32 states, from Washington, D. C., and from 32 Illinois towns and cities. As indicated by the Statistics, most of the mail reference involves war service records and census searches.

Miss Marilyn Crowley, reference desk clerk resigned, to be married, effective March 5 (leaving the office February 25) and Mrs. Margaret Reisch was transferred into the position from the Art Department of the State Library. Mrs. Reisch has a pleasing personality and has shown a real interest in learning her job.

I have begun to index the session laws 1945-1953 with a view towards bringing the History of State Departments down to date. This is a slow tedious piece of work and I had planned to let it ride pending work on cataloging the General Assembly miscellaneous file. The latter is a lacuna in our finding aid controls, and I have made a start through index notes on the session laws and journals for 1941-1953. On account of the pending employment of records management engineers it is desirable for me to get the History of State Departments in hand as quickly as possible. I hope to work the two projects alternatively so that I shall not lose the fresh memory of the notes made on the General Assembly records. I shall not attempt to go back of the year 1941 at present. You will note that the General Assembly records for 1953 (except for several items which I located later) have been completed.

I spent several days working on the State Records Commission report with Mrs. Collamore.

Mr. Cassady has started a "Grantor" index to the deeds and abstracts to State property. We already have indexes by number, institution or purpose, by department controlling the land and by county, but purchases of large numbers of tracts for certain State institutions has made it desirable to index even more minutely. We plan to transfer all our indexes for State owned real estate from the present sheet indexes filed with the records to a card file. There are 150 tracts in the files for Southern Illinois University, which indicates how difficult it has been to locate documents by the registration case number.

Miss Scheffler has been filing Name Cards all the month.

Mr. East continued doing most of the mail reference work.

Mr. Rountree and Miss Still are working primarily on the Corporation Reports. Miss Still has been combining the unfiled reports for the years 1951, 1952, and 1953 and stapling them. She is also filing the new index cards received during the month and has done some filing in the report file drawers themselves - filing all corporations starting with numbers as she comes to them in combining the reports. She has combined the letters A and B. Mr. Rountree is filing in the letter S.

Miss Daigh has continued the indexing the Civil War descriptive rolls, volumes 29-41. She is also completing the refiling and unfolding of miscellaneous independent companies of the Civil War period.

Miss Daigh and Mr. Rountree attended the State Library movie pre-view on February 9.

Visitors

Miss Lillian Egerton, assistant director of the City of Chicago Reference Bureau spent some time at the Archives on February 14. She was looking for ideas concerning methods.

Mrs. Mohonney, secretary of the Cataloging and Classification Division of A. L. A. visited the State Library on February 25 and spoke at the Library Staff meeting on that date.

Archives Building

The Archives Conference Room has been engaged for Mondays 4 - 5:30 P. M. for 9 weeks beginning February 7 for a University of Illinois extension course on Business Letter Writing.

The State Records Commission met in the Conference Room on February 2 and State Library Staff meetings were held there on February 8 and 25.

The State Employees' Association held committee meetings in the Conference Room on February 3 and 14.

A long carriage typewriter has been purchased for the Archives replacing one that has been in service for about 30 years.

Miscellaneous Notes

The State Library was closed February 12 and 22, State holidays.

Mr. East has volunteered for service at the Air Force Filter Center, Springfield, maintained by the Ground Observer Corps. He will be training one or two nights a week.

Miss Scheffler was re-elected treasurer of the Illinois State Employees' Association at the January 1955 meeting of the Board of Directors. She has also been appointed to the membership committee of Illinois Library Association.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

February 1955

	<u>Documents</u>
Secretary of State	
Index Department	
(2 cases)	8
Oaths of members and officers	
of General Assembly	*210
Corporation Department	
Index Cards	<u>*1700</u>
	1918

***Estimated**

ARCHIVES REFERENCE

February 1955

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	87
Index Cards	53
Railroad Volumes	4

Executive Department

Notary Bonds	6
Trade Marks	9
Executive File	2

Index Department

Deeds to State Property	1
Election Records	1
Enrolled Laws	9

General Assembly	9
------------------	---

Registration and Education	10
----------------------------	----

History of State Departments	3
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Service Recognition Board	2
---------------------------	---

By Mail

Service Recognition Board	60
Korean War Bonus	12
Illinois Libraries Articles	2

270

Historical

In Person	0
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By Mail	10
	10

Advisory

In Person	1
-----------	---

By Mail	3
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Archival Technique	5
	9

ARCHIVES REFERENCE

February 1955 (cont'd)

Family History

In Person

County Histories	4
Name Index	6
War Service Records	
Civil War	13
Spanish American War	1
Census Records, U. S.	4
1830	1
1850	9
1860	6
1880	3

By Mail

Family History	62
War Service Records	
Black Hawk War	3
Mexican War	1
Civil War	38
Spanish American War	4
World War I	3
	<hr/> 158

Grand Total

447

ARCHIVES CATALOG

February 1955

Name Index

1850 Federal Census, Cook County

1320 cards

Catalog

1953 Legislative Miscellaneous Records

Series	85
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Cross References	75
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Secondary Cards	<u>179</u>
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339

DEPARTMENTAL VAULT ADMISSIONS

February 1955

Adjutant General's Office	4
Attorney General's Office	4
Auditor of Public Accounts	47
Civil Service Commission	38
Commerce Commission	4
Corporation Department	8
Executive Department	20
Finance Department	1
Department of Public Instruction	3
Insurance Department	4
Liquor Control Commission	3
Department of Mines and Minerals	3
Department of Registration and Education	29
Teachers' Retirement System	31
Treasurer	18
Division of Waterways	12
Department of Public Works and Buildings	<u>2</u>
Total	231

PHOTOGRAPHIC LABORATORY

February 1955

Offset Negatives

8 x 10	10
10 x 12	15
11 x 14	20
12 x 18	12
14 x 17	<u>3</u>
	60

Photostats

	<u>Negatives</u>
State Library	16
Archives	4
Corporation Recording	<u>4</u>
	24

Photographs

	<u>Negatives</u>	<u>8 x 10</u>	<u>4 x 5</u>
State Library	6	22	
Drivers' License	6		16
Public Relations	<u>—</u>	<u>16</u>	<u>—</u>
	12	38	16

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for March 1955

Archives Accessions.

Accessions were routine in nature during the month.

Departmental Vaults.

The Superintendent of Public Instruction and Teachers' Retirement System transferred records to their Vaults.

Staff Work.

Staff members have continued on projects previously described.

Reference.

The Reference Work has included several research projects - a University of Illinois candidate for a Master's degree, Kenneth G. Bugar, is studying Women's activities in World War I and plans to use our file on the State Council of Defense. Professor V. J. B. Hendrickson of MacMurray College is writing a biography of a Mr. Hall, early superintendent at the State School for the Blind who invented the machine for Braille printing.

Just about the time that inquiries concerning the World War II bonus began to slacken the rumor spread that Illinois is paying a Korean War bonus. Most of the 33 applications came within the last few days of the month, originating from a California Veterans' Service officer. We wrote the man requesting him to retract the announcement. We propose to send a mimeographed information letter to all who have enquired about the Korean War bonus after the General Assembly session has adjourned.

Most of the other service record inquiries are for genealogical purposes, quite a few come from patriotic societies and other States trying to complete their own files on service records. One request from Alton requested records on over 50 men, most of which we were able to supply.

Mr. East's report makes the following comments:

"In the three-month period ending March 31:

"Thirty states sent inquiries concerning listings on family history. One from the District of Columbia.

Inquiries numbered 130. Illinois led with 23. Kansas, California and Utah each had 9, and the States of Idaho and Washington 8 each. Search was made in census records of 54 counties.

"Service Recognition Board inquiries numbered 121 of which 71 were from Illinois correspondents. However, a considerable number were from the Illinois Veterans' Commission, many of which do not indicate the State of residence of the inquirer.

"Fourteen New York veterans wrote for information on sums of bonus payments received, for the purpose of gaining certain real estate exemptions.

"Requests were received from 86 persons requesting Civil War service records. One requested and got more than 50 veterans' service. Mr. Cassady handled this inquiry. Illinois had 20 inquiries; California 12; Indiana 11."

Filing.

Less progress was made in filing Corporation records than usual this month, Mr. Rountree having been busy with reference work and other duties connected with the care of the Archives Vaults. He is still filing in the letter "S." Considerable shifting was done to accommodate accessions from the Registration and Education Department.

Miss Still is combining the 1951-53 Corporation Reports, working in the letters B, C, and M. She unfolds and staples as she combines them. She has also done preliminary filing of catalog cards.

Miss Scheffler's report has not yet been received but I believe she spent most of the month filing in the Name Index.

Cataloging and Indexing.

Miss Daigh has completed the indexing of the records of Illinois soldiers in Missouri regiments. She has been typing the secondary cards. I have continued with the General Assembly miscellaneous records, having completed the years 1947-1953. Some of the 1947 cards are still in the typist's hands, however.

I have made little progress on the index for the History of State Department 1945-53, slips having been completed only for the year 1953.

Archives Building.

The Conference Room continues to be used on Monday afternoons by the University of Illinois extension course.

The State Record Commission met there March 2, the Staff Library Advisory Committee on March 10, and the State Library for a staff meeting March 8, and the State Employees' Association for a committee meeting March 31.

Legislation.

The two State Records Commission bills are still in committee. The Auditor's Records Destruction Act was amended in committee but I have not yet learned the nature of the amendment. I prepared a memorandum opposing H B 524 which proposes to repeal the County Records Destruction Act. If this Act passes with no supplemental legislation it will leave the County Microfilm Act, a very bad Act, as the only procedure for destruction of county records.

Miscellaneous Staff Notes.

Mr. Cassady was elected Secretary, Mr. La Hart Treasurer, and Mr. Alexander (head janitor) vice president, of the newly chartered branch of the A. F. of L.'s State, County, and Municipal Employees Association. I have not heard whether any other members of the Archives staff have joined the Union.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

March 1955

	<u>Volumes</u>	<u>Documents</u>	<u>Drawers</u>
State Library			
Register of books borrowed, 1842-1919	12		
State Historical Library			
Volumes from estate of J. Bunn, State House Commissioner	3		
Registration and Education Department			
Applications:			
Registered Nurses			
# 3804 - 38964			24
Highways, Division of			
Defense savings bonds record			1
Secretary of State. Index Department			
Deeds to State Property (3 cases)		18	
Judicial Election, February 1955	—	<u>19</u>	—
	15	47	25

ARCHIVES REFERENCE

March 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	132
Index Cards	57
Railroad volumes	1

Executive Department

Executive Record	1
Notary Bonds	3
Trade Marks	5

Index Department

Enrolled laws	22
Deeds to State property	1

Securities Department

Closed Cases	4
--------------	---

General Assembly	13
------------------	----

Service Recognition Board	14
---------------------------	----

Registration and Education Department

Real estate salesman	3
Registered nurse	1

Waterways Division

Canal records	1
Waterway records	1

History of State Departments	1
------------------------------	---

By Mail

Service Recognition Board	40
---------------------------	----

Korean War	43
------------	----

ARCHIVES REFERENCE

March 1955 (cont'd)

History

In Person

Executive record	1
Governor's correspondence, 1869-73	1
Governor's correspondence, 1890-94	1
Governor's letter book, 1868-69	1
Miscellaneous reports: Illinois Home for Blind, 1876-1903	1
Service Recognition Board, World War I	1
County Board Proceedings	1
County Histories	1

By Mail

6

14

Family History

In Person

Family History	20
Federal Census	
1830	1
1840	2
1850	9
1860	4
1880	4
State Census	
1855	1
Civil War Service Records	6
Spanish American War Service Records	2

ARCHIVES REFERENCE

March 1955 (cont'd)

Family History (cont'd)

By Mail

Family History	59
Civil War Service	31
(50 names on 1 letter for a lady of the G. A. R. Chapter)	
Spanish American War Service	1
Black Hawk War Service	1
	<hr/> 141

Advisory Services

By Mail

County officer	1
Archival technique	6
	<hr/> 7
	<hr/> 535

ARCHIVES CATALOG

March 1955

Catalog

General Assembly Miscellaneous Records

	<u>Series</u>	<u>Secondary Cards</u>	<u>Gross References</u>	<u>History Cards</u>
1947 (incomplete)	45	79	73	10
1949	105	226	37	12
1951	94	198	69	6
1953	—	3	—	1
	244	506	179	29

Total cards added 958

Name Index

Illinois Men in Missouri Regiments

Civil War

6099

U. S. Census, 1850

Cook County

4000

10099

DEPARTMENTAL VAULT ADMISSION

March 1955

Adjutant General's Office	6
Agriculture Department	1
Attorney General's Office	3
Division of Architecture and Engineering	4
Auditor of Public Accounts	35
Illinois Commerce Commission	2
Civil Service Commission	46
Corporation Department	5
Executive Department	23
Finance Department	7
Index Department	1
Insurance Department	2
Liquor Control Commission	7
Department of Mines and Minerals	6
Division of Parks	1
Department of Public Instruction	3
Department of Public Works and Buildings	1
Department of Registration and Education	30
Securities Department	3
Supreme Court	2
Teachers' Retirement System	33
State Treasurer	15
Division of Waterways	<u>9</u>
Total:	245

PHOTOGRAPHIC LABORATORY

March 1955

Offset Negatives

19	14 x 17
10	11 x 14
19	10 x 12
<u>2</u>	8 x 10
50	

Photostats

Negatives

Positives

State Library

88

Archives

17

1

Corporation Department

80

-

185

1

Photographs

Negatives

8 x 10

Public Relations

33

State Library

42

75

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for April 1955

Accessions.

Accessions were routine additions to previously transferred series.

Departmental Vaults.

The Auditor of Public Accounts and the Superintendent of Public Instruction were the only departments making transfers.

Staff Work.

The addition of a new Kodagraph microfilm reader, kept in the Archivist's reception room, has speeded up our reference work. It is not only easier to use without eyestrain, but it is a great help to be able to work with it as often as needed rather than to have to sandwich mail reference search between times the machines were being used by patrons. Mr. East has had Miss Daigh do some searches on the machine to accustom her to its use. We hope she can accomplish some census indexing before she leaves us in the autumn to enter college.

Mr. Cassady has continued with the grantor index to Deeds and Abstracts for State Property. We already had an index to these records by county, by Department having jurisdiction over the lands, by the name and / or use to which the property is put, also by case numbers. The large number of tracts purchased, particularly for Southern Illinois University, makes it desirable to add a grantor index, and this Mr. Cassady is compiling. His legal experience in land title work is enabling him to catch many things, and when he has completed this job we shall have full control over the State's title to lands so far as such titles have been filed with the Secretary of State. Mr. Cassady has reached Case 4 #200. His insurance indexing project remains at Fire Volume 513, year 1917.

Mr. Rountree's job as vault chief and general factotum has left him little time for the very important filing of corporation reports. Mrs. Barrington is combining the three years of unfiled report and unfolding and stapling them, but until all have been interfiled there are too many places to look. Actually, the

Corporation Department is forcing us to accept too current corporation reports which means that it is difficult to keep up with the files which are in constant demand.

Miss Daigh has been a great help in speeding my work of cataloging the miscellaneous General Assembly records, since she types the secondary cards for which I do the main entries, history cards, and cross references. These General Assembly miscellaneous files are of great historical value. The earlier drawers and most of those for the years 1901-1931 have been worked on earlier, at least for printed materials. I hope when I work back to those drawers that progress can be faster.

Both Miss Daigh and Mrs. Barrington have helped various members of the staff on various miscellaneous jobs of typing, searching, labelling, and filing.

Miss Scheffler is working on the last volumes of the canal records and will report statistics on her recent cataloging next month. She has checked in and filed the annual revised highway maps and has done considerable filing in the Name Index.

Miscellaneous Notes.

Mr. Reid, Mr. Helm, and Miss Norton acted as consultants for the Civil Service Examination for Photographers I and II. The Springfield performance test was held in our Photographic Laboratory April 30. I believe that Mr. La Hart and Mr. Bish took the examination for Photographer II.

Miss Scheffler served as Ticket Chairman for the annual dinner of the Illinois State Employees' Association held in Springfield April 30. She also served on one of the film preview committees.

Miss Elnora Still became Mrs. William Barrington on April 15. We are delighted that she is continuing on the staff.

The archivist's name and biography will again appear in Who's Who in the Middle West, a new edition of which is in press.

The Conference Room was used by the University of Illinois extension course for the last time on April 4. Committees for the annual dinner of the Illinois State Employees' Association used the room several times. The monthly meetings of the State Library Staff and of the State Records Commission were held there on April 5 and 6,

respectfully. A special called meeting of the State Records Commission (to discuss pending legislation) also met there April 18.

The State Library was closed as follows:
Good Friday and the Saturday following (April 8 and 9;
at 3:15 P. M (except for a skeleton staff) for the
laying of the cornerstone of the new State Office Building
on April 27.

Visitors.

We are having the annual visits from the schools.

Mr. Asher Zidon, deputy secretary of the Knesset (Parliament) from Jerusalem, Israel, inspected our method of filing General Assembly records on April 29th. He had been spending several days with Dr. Isakoff of the Legislative Council.

Dr. Sagen also introduced me to the head of the Vital Statistics Department of the Philippines, and we had a short chat.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

April 1955

	<u>Documents</u>	<u>Drawers</u>
Department of Registration and Education		
Applications for Professional Licenses	8,332	
Optometry Qualifying		
Secretary of State		
Index Department		
Deeds and Abstracts	29	
(3 cases)		
Securities Department		
Brokers File	10,000	
Brokers Memo File		3
Real Estate Bonds	57	
Statements of Finance	1,000	
Illinois Legislative Council	*300	
Department of Public Works and Buildings		
Division of Highways	<u>350</u>	—
	19,968	3

*Estimated

ARCHIVES REFERENCE

April 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	152
Index cards	47

Executive Department

Executive Records	1
Notary Bonds	2
Governor's Correspondence	2
Trade Marks	5
Pardons and paroles	1

Index Department

Deeds and abstracts	1
Enrolled laws	4
State Constitutions	3

Service Recognition Board	15
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State Council of Defense	1
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General Assembly	15
------------------	----

Registration and Education Department

Professional Licenses

Real estate salesmen	2
Registered pharmacist	1

By Mail

Service Recognition Board	27
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Korean War bonus inquiries	83
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ARCHIVES REFERENCE

April 1955 (cont'd)

Family History

In Person 2

Federal Census 42

1830 - 3 counties

1840 - 4 counties

1850 - 6 counties

1860 - 9 counties

1880 - 2 counties

State Census 9

1840 - 1 county

1855 - 2 counties

1865 - 1 county

War service records

Civil War 40

Spanish American War 3

By Mail

Family History 68

War service records

Civil War 17

Spanish American War 3

World War I 1

185

History

In Person

Agricultural census, 1860, v. 1-7 7

Randolph County Records 3

By Mail 14

24

ARCHIVES REFERENCE

April 1955 (cont'd)

Advisory services

In Person

4

By Mail

1

5

Miscellaneous

1

1

Grand Total

577

ARCHIVES CATALOG

April 1955

Name Index

Cook County 4,100 cards

Catalog Cards

General Assembly	<u>Series</u>	<u>Secondary Cards</u>	<u>History Cards</u>	<u>Cross References</u>
1943	10	7		40
1944	1			
1945	74	102	13	70
1946	3			
1947	74	456	35	2
1949	2	3		
1951	1			
State Library	1			
State House Commissioners	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
	171	568	48	112
	568			
	48			
	<u>112</u>			
	899			
	<u> </u>			
	3			

DEPARTMENTAL VAULT ADMISSIONS

April 1955

Adjutant General's Office	7
Attorney General's Office	2
Architecture and Engineering Division	2
Auditor of Public Accounts	48
Civil Service Commission	39
Commerce Commission	2
Executive Department	20
Finance Department	4
Index Department	1
Insurance Department	2
Liquor Control Commission	1
Mines and Minerals Division	4
Department of Public Instruction	6
Department of Registration and Education	34
Securities Department	1
Teachers' Retirement System	37
State Treasurer	12
Waterways Division	<u>11</u>

PHOTOGRAPHIC LABORATORY

Report for April 1955

Offset Negatives

32	10 x 12
25	14 x 17
8	11 x 14
<u>8</u>	8 x 10
73	

Photostats

Negatives

State Library

Archives	33
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Corporation Department	<u>4</u>
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37

Photographs

Negatives

8 x 10

State Library	8	24
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Public Relations	<u>10</u>	<u>42</u>
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	18	66
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ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

May 1955

Accessions

The National Archives transferred the original population schedules for 1880 to us. These are in poor condition at present but can be laminated and placed in binders for more convenient use. We have the microfilm copy but it is poor. We now have all the 1880 census records as the agricultural, manufacturing, social statistics, etc. were turned over to us many years ago.

Mr. D. L. Davis of Upland, California, wrote us that he had the "original records" of Company E, 11th Regiment Illinois Cavalry in the Civil War and wanted to give them to us. We supposed this would be a volume but it proved to be a framed broadside. Rather interesting perhaps for future exhibit purposes but no a manuscript record.

Departmental Vaults

Records were taken to their vaults by the Auditor, Civil Service Commission and Superintendent of Public Instruction.

Staff Work

There is nothing new to report as to staff activities. Mr. Rountree is still struggling with the letter "S" in Corporation Reports and Mrs. Barrington has combined the 1951-53 reports, stapled and unfolded them, thru the letter "G". Mr. Rountree has very little time for filing as he is kept busy on the miscellaneous work of placing and checking accessions, making searches, etc., which cannot be measured statistically though his services are very valuable.

Miss Scheffler left for her vacation without filing a report. I notice about 200 catalog cards with some canal records on the truck in the Special Vault, but presumably these are still in process. I think she spent most of the time filing name index cards.

Mr. Cassady has continued his work on the grantor index to State deeds.

Mrs. Reisch finished indexing Cook County 1850 census. This county was started and half finished by Mrs. McPadden. It was not only the largest but the most illegible county. Before starting another county she is to finish typing folders for the House and Senate Bills for the present session of the General Assembly. By typing these ahead of time we can handle them expeditiously when they come over.

I am continuing with the analyticals for General Assembly records. Miss Daigh is typing the secondary cards. All the cards for the years 1937-39 are in the typist's hands. I have also done the preliminary slips for the 135 and 4 special sessions 1935-36, but have not yet cataloged the miscellaneous files for those years. Perhaps I should explain that preliminary to cataloging that file I search the Journals and Session Laws for reports due or noted as filed, and when the reports are printed in full or in part in the Journals I make analytical cards. In other words, a person interested in a report by a legislative commission can learn from the catalog whether it exists in print and / or in manuscript form, and whether or not we or Miss Bailey has it in either form. The older reports are of great historical value, the more recent ones frequently consulted for legislative purposes.

This month our mail reference (exclusive of Service Recognition Board and Korean bonus requests) came from 19 states, those leading being California (13), Kansas (6), Washington (5) and Idaho and Montana (4 each). We had inquiries from 9 Illinois towns and cities. Last month inquiries came from 29 states and 17 Illinois towns and cities. California again led, with 14 inquiries, Washington with 7, Idaho 5 and Colorado and Nebraska 4 each. It should be noted that most of our inquiries come from west of the Mississippi and probably a large number are from Mormons seeking genealogical information.

Miss Daigh has also indexed 60 pages of the 1840 census for Adams County. Mr. East has also done some indexing in addition to his reference work. He is working on De Kalb County 1840.

Visitors

Senator Nye, of Records Engineering, Inc., called on May 25. He was here to discuss legislation making an appropriation for employing his company, with the Governor.

Mr. Garden, a member of the firm of Schmidt, Garden and Erickson, the Chicago architectural firm which designed the Centennial Building, called on May 17. He is very proud of that building and considers it his masterpiece. As he is 82 years old I did not tell him that we consider it the most non-function building possible from a library angle.

Mrs. Theodore C. Pease, librarian of the University of Illinois Historical Survey was here on May 26. I asked what progress has been made on translating and editing the Kaskaskia records. She said Dr. Belting who was to do the work is writing a book for pay right now and hasn't had time to do much on our project yet.

Mr. William E. Eastman, chief of the Current Records Division of the Chicago office of General Services (U. S.) spent a short time in the building May 27.

Only a small proportion of our visitors sign the register. Of those who did, they came from 18 Illinois cities and towns, 5 states, Hawaii and Canada.

Archives Building

The Conference Room was used by the following groups:

State Library Staff Meeting - May 3
State Records Commission - May 4
Mental Health Division Staff - May 11
State Library Advisory Committee - May 14

Staff Miscellany

Mr. Cassady and Mr. Helm took vacations during the month. Mr. Cassady's oldest son, John Mack, received the Harvard Club Prize Book awarded the best all-round student in the junior year at Feitshans High School. This award is given by the Harvard Alumni to interest outstanding boys in going to Harvard.

Legislation of Archival Interest

SB 498 requiring the Adjutant General to transfer all records relating to World War I bonus to the Archives. We already have the fragile original application records which went through the Arsenal fire. The records to be transferred are the working microfilm copy. The Adjutant General informs us he now gets few inquiries, nothing can be done about claims at this date. This transfer will put into the Archives all war service records, the Adjutant General retaining the I. N. G. records. This bill has

passed the Senate and is now in the House Committee on Military and Veterans' Affairs.

HB 73 provides for a commission to study the question of a bonus for Korean War veterans, to report by June 1. This bill has passed the House and is in the Senate Committee on appropriations.

HB 153 provided for reopening certain World War II bonus cases, claims to be filed with the Court of Claims. Since we have the original records there will be legal complications for us about withdrawal of documents in the file by veterans wishing to refile. The bill does not clarify this point. We may have to ask for a ruling by the Attorney General. Presumably the Court of Claims could subpoena the records from us, but I don't see how we could give them up otherwise, nor do I see how a veteran could present his case without getting his records back. This bill was approved May 25.

HB 570 provides for a referendum on a \$150,000,000 bond issue to pay a Korean bonus. This bill has passed the House and is at passage state in the Senate. These Korean War bills are of interest to us since we are answering all mail relating to this bonus. (Letters addressed, as most of these are, to the Service Recognition Board, are forwarded to us by the Post Office.)

HB 196 and 197 amending the State Microfilm Act stuck in the Executive Committee. Since the Auditor has amended his Microfilm Act (by HB 327, approved April 28) to require him to file a security copy of warrants with the Auditor) we are not too much concerned about our bills, since they were aimed primarily at the Auditor. The State Records Commission should, however, have the power to compel the making of a security copy if some other department becomes involved in microfilming important records.

HB 524 repeals the County Records Destruction Act of 1945 as amended. I submitted a statement against this bill which would leave only the very bad County Microfilm Act for county records destruction. Mr. Gillen gave my memorandum to the chairman of the House Executive Committee with the request that it be read at the hearing. Mr. Gillen is under the impression that the memorandum was ignored and that that ties our hands. This bill is now in the Senate Committee on Municipalities.

HB 534 is the Uniform Preservation of Private Business Records Act, allowing business records to be destroyed after three years unless otherwise provided by

law, and also allows substitution of microfilm copies for originals. This bill is on passage state in the Senate.

HB 568 provides for collection of divorce statistics and HB 925 for marriage statistics by the Division of Vital Statistics. HB 566 is in the House Committee on Appropriations, and HB 925 on passage in the House. Both are administration bills and Dr. Sagen expects them to pass. At present he expects to collect only current records but hopes to work backwards later. A central registry of marriages and divorces would be very popular with genealogists.

HB 699-HB 713 provide for expunging all criminal records ten years after a convict has completed his sentence provided he had not been convicted of another crime in that period. It makes such destruction of records compulsory on all courts and it specifically exempts such records from the jurisdiction of the State Records Commission. The State Records Commission discussed these bills at its May meeting. We agreed that the bills are unequivocally bad but that it would be well if such bills were enacted to keep our skirts clean. The bills went to the House Committee on Judiciary on April 12 and we hope will either die there or be reported out unfavorably. The bills either were conceived by some "do-gooder sob sister" or they may be aimed to help some sinister figure.

HB 1012 required the Treasurer to make a record of (now enter in a book') warrants presented by him to be countersigned." I haven't seen this bill but presume it clarifies his power to record by microphotography.

HB 1093 makes an appropriation of \$200,000 to the Secretary of State to employ a specialist or an organization of specialists in the field of records management to conduct a survey of Illinois records. An advisory committee consisting of the Secretary of State as chairman, the State Treasurer, the Auditor of Public Account, the Attorney General and the Director of Finance is created. This is the bill in which Senator Nye of Records Engineering is interested. This and other interviews with him indicates that we see eye to eye and what needs to be done, and I expect to be called upon frequently in connection with the survey if made. The bill is on passage stage in the House.

There are other bills, of course, in which all State employees are interested but the above are of specific interest in the archival field.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

May 1955

	<u>Documents</u>	<u>Volumes</u>
Secretary of State		
Index Department		
Deeds to State Property (3 cases)	19	
Corporation Department		
Index Cards	946	
Securities		
Closed Cases	31	
Statements of Trust Financing	2000	
Adjutant General		
Civil War Record		1
Gift of D. L. Davis		
Organization Chart, Co. E, 11th Cavalry	1	
Agriculture Department		
Agricultural Statistics 1932	102	
National Archives		
U. S. Census 1880	—	<u>59</u>
	3099	60

ARCHIVES REFERENCE

May 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	47
Index cards	39
Railroads	3
Correspondence	10
Daily record of incorporations	2

Executive Department

Executive Register	1
Notary Bonds	6
Executive Warrant Book	1
Trade Marks	1
Certificates of Purchase	1
Land Patent	1

Index Department

Elections	32
Contracts and leases	5
Record of officers	1
Enrolled Laws	8

History of State Departments	1
------------------------------	---

General Assembly	4
------------------	---

Registration and Education Department

Professional Licenses

Real Estate Salesman	1
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Governor

Correspondence	1
----------------	---

By Mail

Corporation Department	1
------------------------	---

Service Recognition Board

World War I	1
World War II	43
Korean War	17

ARCHIVES REFERENCE

May 1955 (cont'd)

History

In Person

0

By Mail

0

_____ 0

_____ 0

Family History

In Person

Genealogy

2

U. S. Census

1820

1

1825

1

1830

1

1840

1

1850

6

1860

3

1880

4

War Service Records

Civil War

25

Spanish American War

3

County Histories

1

By Mail

Genealogy

48

War Service Records

Revolutionary War

1

War of 1812

1

Civil War

23

_____ 45
121

Archival Technique

In Person

1

By Mail

6

_____ 7

Grand Total

306

354

ARCHIVES CATALOG

May 1955

Name Index

U. S. Census

1840 - Jo Daviess County	800
1850 - Cook County (completed)	2258 cards

Co. K, 20th Infantry, Civil War	126 cards
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Catalog

General Assembly Records

1939

Series	1
--------	---

1941

Series	12
Cross References	41
Secondary	0

1943

Series	123
History Cards	4
Secondary Cards	265

1945

History Cards	1
Secondary Cards	194

Civil War Records

Series	1
Secondary	1
	<hr/>
	643

Withdrawals

	5
	<hr/>
	638

DEPARTMENTAL VAULT ADMISSIONS

May 1955

Adjutant General's Office	4
Attorney General's Office	2
Division of Architecture and Engineering	4
Auditor of Public Accounts	49
Civil Service Commission	31
Commerce Commission	1
Corporation Department	7
Court of Claims	1
Executive Department	20
Finance Department	2
Index Department	2
Insurance Department	1
Division of Mines and Minerals	3
Department of Public Instruction	5
Department of Registration and Education	26
Securities Department	1
Supreme Court	1
Teachers' Retirement System	35
State Treasurer	8
Division of Waterways	<u>6</u>
	209

PHOTOGRAPHIC LABORATORY

May 1955

Offset Negatives

14 x 26	26
10 x 12	18
11 x 14	20
12 x 18	32
8 x 10	<u>8</u>

104

Photostats

Negatives

State Library	0
Archives	14
Corporation Recording	<u>9</u>
	23

Photographs*

Negatives

8 x 10

11 x 14

Secretary of State	339	700	10
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*The Laboratory is working on portraits, etc. for the Blue Book.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for June 1955

Accessions.

No new categories were added during the month.

Departmental Vaults.

Records were taken to their vaults by the following Departments: State Library, Civil Service, Superintendent of Public Instruction and Auditor.

Archives Building.

The Photographic Laboratory has been remodelled to add another large darkroom (the east room of the Laboratory being made into a darkroom) and a smaller darkroom for the offset camera. It has been a long messy procedure, and the Photographers have worked under a special handicap in this the busiest season of their biennium. I think everything is finished now except for the painting. The installation of a fine new stainless steel sink was the most difficult part of the work. We now hope that the personnel may be able to do some work for the Archives now. Many projects, large and small, have been postponed, and several promised pieces of work (notably the microfilm of the Grierson papers of the Historical Library) we have had to renege on. I hope that if the new assistant suggested for the Laboratory, is appointed, that the Archives can be given first claim on his work--i.e., that he shall be instructed to do nothing but archives work--otherwise all his time will be taken for other work just as has happened in the case of the other photographers. In fact, my inability to get archival photography done is my major frustration at present, and it is a severe one.

New awnings have been erected on the west side of the Archives building, including one for the corner office which never had one before.

The Conference Room was used for the State Records Commission hearing June 1 and for a State Library staff meeting June 7.

Miscellaneous Staff Notes.

The staff gave a pot luck dinner for Mrs. de Grandi at my home on June 2.

Mr. and Mrs. Alvin Rountree became the parents of a daughter, Janice Elnora, on June 24th.

Winfred Helm lost his mother-in-law, Mrs. Mason, on June 19th.

Miss Scheffler took her vacation the two weeks beginning June 4.

Staff Work.

No new projects were undertaken during the month.

Mr. East has continued to do most of the mail reference except a small amount handled by the Archivist and the form letter replying to inquiries about the Korean War bonus, written by Mr. Quonn. Mr. East should also be credited with the telephone inquiries on World War II bonus, 36 in June. Most of these come from the Auditor's office and Veterans' Commission. He reports that in the 6 months period ending June 30 he did search on inquiries from 41 states and the District of Columbia. Inquiries on bonus claims (exclusive of those relating to Korean War, which he does not handle) were the most numerous. These came from 23 states. Illinois led with 188 inquiries, New York sending 27. 34 states sent inquiries on family history. 36 Illinois residents wrote in, followed by California with 30. 23 states and the District of Columbia sent inquiries concerning Civil War service. One Civil War request in June called for search on 10 veterans. Reports were made on census listings found in 82 counties. Most of our genealogical inquiries came from western states and many of them we believe to be from Mormons to whom genealogical research is an obligation.

Mr. East also checks in county security microfilm as it is received. Champaign, Peoria and Mercer Counties are making periodical deposits. He also has done some census indexing and is supervising Miss Daigh's work along that line.

Mr. Cassady is continuing the grantor index to Deeds and Abstracts. He has completed "Case 5." It might be explained that the case and file numbers are assigned by the Index Department when the documents are registered. Formerly the case and file numbers represented location in the office of the Index Department. Now they are used merely as a device to keep all deed and abstract records relating to one institution together. The system does not work too well. Several years ago, at Mr. Butler's request, we worked out a classification by counties, but this has not been adopted. Mr. Cassady also supervises the direct reference work.

Mr. Rountree and Mrs. Barrington continue the filing of Corporation reports. Mr. Rountree also assists with reference and does the vault work. He is still working in the letter S. Mrs. Barrington has completed the unfolding, stapling and combining of reports for 1951-53 in the letters G and H, also S, and combined Corporation cards for the letters A thru T; also arranged and filed the number corporation cards. It begins to look as though it may be impossible to keep up to date on one alphabetic file. We may have to start a new series beginning with 1951 and try to keep that up to date. This is really current work which the Corporation Department itself should be doing. However, we would not be willing to have one of their file clerks do the work in our vault--too many supervisory problems. Mr. Rountree also did some photostating which the Laboratory was unable to handle.

Miss Scheffler has worked chiefly on filing name index cards. She has also done some Illinois and Michigan Canal reference work and has checked in the maps deposited by the Highways Division. She has final filed 4235 cards in the Name index A-Ben.

Mrs. Reisch has been typing folders for the 1955 General Assembly records so that when these are received they can be checked in promptly and accurately. This involved over 2000 folders for House and Senate bills, each with a place to check original bills, committee reports, amendments and engrossed bills. She will complete this typing soon and resume work on the name index.

Miss Daigh has been typing the secondary cards for the General Assembly miscellaneous records which I have been cataloging. Work has been completed (though not all typing) for the years 1933 - 1955. Most of the records for the years 1899 - 1931 have been cataloged, though the unpublished miscellaneous was only sketchily done and some of the work may have to be redone to conform to present catalog rules. I may swing back to the older records rather than work backwards as I have been doing.

Miss Daigh is also indexing census records and has done Adams, Alexander and Bureau Counties for the year 1840. Alexander and Bureau have not been checked. Mr. East is trying to identify names she could not make out. Miss Daigh also did preliminary filing on the letters V - Z of 1954 dissolved corporations. She has also done several other miscellaneous jobs.

The Photographic Laboratory has been called upon for an unusually large amount of publicity work. Their major project was to get portraits of Senators for the Blue Book. Some of the "boys" prefer to use their college graduation pictures and are coy about having their pictures taken showing how they look today. The films taken on the occasion of Miss Cocks visit have been lost by the Laboratory, which is annoying, but understandable considering the congested situation there.

Visitors.

June was the month of archival visitors. The following paid brief calls and were shown through the building:

John Andreissen, Louisiana State Archivist
Martin Claussen, The National Archives (with
wife and son)
Mrs. Zander, Archival Assistant at Colorado
Archives (with husband and son)

The following stayed two days each:

Mrs. Estela de Grandi, Panama
Miss Pamela Cocks, New Zealand
Dr. Roscoe R. Hill, Washington; National
Archives (retired)

Mrs. de Grandi is records officer of the Comptroller General's Office of Panama. She is in this country under the auspices of the Foreign Operations Administration technical cooperation program in public administration. She assisted Dr. Philip Brooks who was loaned to the Panama government last year to inaugurate a records management program there. Mrs. de Grandi is particularly interested in records management but also requested copies of all our forms.

Miss Cocks was interested in all phases of our archival program, particularly our work procedures and our catalog. She also was given a kit containing our archival forms and other literature. She spent last winter at the archival school at Washington, is returning there for the summer archival institute and will return home via England where she will spend some months.

Dr. Hill was en route home after receiving a special citation at the centennial celebration of his Alma Mater, Eureka College. He had previously received an

honorary doctorate from there. Dr. Hill is one of the pioneer archivists of this country, having compiled two of the Carnegie calendars of Archives of American interest in foreign archives--one for the archives of the Indies at Seville, Spain, one for Santo Domingo. Since his retirement several years ago, the State Department has sent him on several cultural missions to the Carribbean and to South America. Since I had seen him last he had been a delegate to the Morti Congress at Havana, Cuba, and to a South American congress of some sort, which was combined with an extensive speaking tour which took him to most of the countries of South America.

Needless to say, I enjoy these official visits very much, though they are a bit hard both on the pocket-book and one's physical energy. Also, one's work doesn't get done on time!

Incidentally, kits containing samples of our forms, were also sent, by request, to Tennessee and Hawaii.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

June 1955

	<u>Documents</u>	<u>Microfilm Reels</u>
Secretary of State		
Corporation Department		
Index Cards	3,254	
Index Department		
Deeds and Abstracts (1 case)	10	
Department of Public Works and Buildings		
Highway Division		
County General Highway Maps	*102	
Adjutant General		
Service Recognition Board		
Records re overpayments and refunds by partial payments. 8 folders	*100	
Mercer County Clerk		
Security Microfilm		61
Peoria County Recorder		
Security Microfilm		6
Department of Registration and Education		
Applications for professional licenses: Registered Nurses	<u>13,201</u>	—
	16,667	67

*Estimated

ARCHIVES REFERENCE

June 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	75
Index cards	64
Issuance of stock record	1

Executive Department

Notary bonds	9
Trade Marks	4
Executive Warrant book	1
Land records	1

Index Department

Election records	1
Deeds	1
Enrolled laws	22

General Assembly	60
------------------	----

Governor

Correspondence	1
----------------	---

Registration and Education

Real Estate Salesman	1
Assistant Pharmacist	1
Registered Nurse	1

Service Recognition Board	36
---------------------------	----

History of State Departments	2
------------------------------	---

By Mail

Service Recognition Board

World War II	50
Korean War	33

ARCHIVES REFERENCE

June 1955 (cont'd)

History

In Person

Perrin Collection	1
Illinois and Michigan Canal	3
St. Clair County Board Minutes	1
County Histories	12

By Mail

6

23

Family History

In Person

Name Index	24
------------	----

War Service Records

Black Hawk War	1
Civil War	22
Spanish American War	1

Census Records

State

1825	1
1855	2

U. S. Census

1830	1
1840	3
1850	17
1860	7
1880	7

By Mail

Family History	44
----------------	----

War Service Records

Black Hawk War	2
Civil War	38
World War I	4

174

ARCHIVES REFERENCE

June 1955 (cont'd)

Archival Technique

In Person 6

By Mail 4

County Official (Mail) 1

11

Grand Total

572

ARCHIVIES CATALOG

June 1955

Name Index

1840 U. S. Census

Adams County

2774 cards

Catalog	<u>Series Cards</u>	<u>History Cards</u>	<u>Secondary Cards</u>	<u>X-Reference Cards</u>	<u>Withdrawals</u>
Adjutant General	1		1		
War of 1812	1		1		
General Assembly					
1933	36		19	94	25
1935	105	11	230	36	169
1937	37	15	103	15	
1938	30	1	52		
1939	89	15	273	15	106
1940	11		39	1	
1941	65	16	190	6	66
1942	2		12	5	
1943	1		1		
1944	1		11	5	2
1945			1		86
	420	58	931	177	495

58
 931
 177

 1586
 495

 not 1091

DEPARTMENTAL VAULT ADMISSIONS

June 1955

Adjutant General's Office	5
Attorney General's Office	4
Division of Architecture and Engineering	3
Auditor of Public Accounts	65
Civil Service Commission	48
Commerce Commission	2
Corporation Department	2
Court of Claims	3
Executive Department	18
Finance Department	1
Insurance Department	1
Liquor Control Commission	3
Division of Mines and Minerals	2
Department of Public Instruction	10
Department of Registration and Education	37
Securities Department	5
Teachers' Retirement System	36
State Treasurer	12
Division of Waterways	6
Department of Public Works and Buildings	<u>1</u>
	263

PHOTOGRAPHIC LABORATORY

June 1955

Offset Negatives

10	11 x 14 in.
22	10 x 12 in.
24	12 x 18 in.
36	14 x 17 in.
<u>9</u>	8 x 10 in.

101

Photostats	<u>Negatives</u>	<u>Positives</u>	
State Library	0		
Archives	61	1	
Corporation Department	<u>50</u>	—	
	111	1	
Photographs	Film	<u>8 x 10</u>	<u>4 x 5</u>
Archives		2	
Secretary of State			
Drivers License	2		2
Public Relations		44	

PHOTOGRAPHIC LABORATORY

June 1955

Supplemental Report

	<u>Film</u>	<u>8 x 10</u>	<u>5 x 7</u>
Photographs			
Secretary of State	289	1270	
Drivers' License	6	29	
Blue Book			
Senators' Portraits	117	272	
State Library and Archives	<u>5</u>	<u>34</u>	<u>90</u>
	417	1645	90
Motion Picture			
Dedication of State Office Building		300 feet	

ILLINOIS STATE LIBRARY

Archives Section

Report for July 1955

Accessions

The most important accessions were the records of the 69th General Assembly of 1955. All are now over, and checked in, though accession records, not being completed, do not show the major listings for the statistics sheet.

The General Assembly passed an act requiring the Adjutant General to transfer all his World War I records to the Archives, "not later than July 31, 1955." These records have not yet come in and because of the heat neither the Adjutant General nor the Archivist are in a hurry for this transfer. These records consist of microfilm copies (for work use) of the World War I Bonus Records, Index Cards and 27 drawers of correspondence. We already have the charred originals. We have decided to put these new records on the 12th level, also to bring up the several hundred drawers of original records. As these records are in correspondence size drawers and the drawers now in this vault are legal size, this shifting will be a major operation, requiring considerable manpower, which I assume we can get through Mr. Hickman. Or do we have to hire outsiders for unbolting and rebolting? I should not think so, because it is not a new installation. Temporarily we will transfer to level 12 only the new accessions. This shifting will relieve space needed on Level 7 for Registration and Education's heavy transfers. If we get back our 4 floors now used by the Library, we may want to make other changes, so we are waiting for a while.

There is a big law suit involving Indian claims to land in northeastern Illinois now in course of preparation and lawyers from both sides are working on the land records in the Auditor's Departmental Vault. We hoped this would result in the transfer of the records to the custody of the Archives, but there is still resistance from the Auditor's staff. One of the lawyers told me yesterday he has been urging the Auditor to transfer the records, but was repulsed. I am hoping that the Supreme Court will reclaim their space loaned to the Auditor and then I guess there will be nothing else to do. My fingers are crossed.

Departmental Vaults

The following transferred records during the month: Treasurer, Teachers' Retirement, Civil Service and Public Works and Buildings.

We have found space in the pent house for the storage of over 300 boxes of State Library books, this storage for the duration of the building of the additional stacks in the Centennial Building.

Staff Work

The Archivist continues with the cataloging of General Assembly miscellaneous records. 1933 has been completed. For the period 1901-1931 there are temporary entries already in the catalog; while these must be re-checked and newer accessions added, these entries will do for the present. I have, therefore, started with the year 1869 and will work forwards. All main entries cards for 1869 have been typed and given to the typist for making secondary cards.

For 21 years Mrs. McFadden has checked in the General Assembly records. Since she is no longer with us and since no one else on the staff had experience, I decided to do this myself this year. As I had suspected, the work could be done in far less time than had been taken before, but I believe the past difficulty lay not so much in technique as in lack of work space. I took over the large conference room tables, and by being able to spread out the work, was able to complete the job of checking in and arranging the records in not quite one week. I might explain that the General Assembly records came over in 6 shipments, two each from the House and Senate Enrolling and Engrossing Clerks respectively, and one each from the Clerk of the House and Secretary of the Senate. The bills came in numerous piles - bills that have passed, bills that were killed on 2nd and 3rd readings, bills that died in each committee, committee reports, etc. For efficient use in the future, we refile to bring into one folder all records on each bill. These bills have now been filed in numerical order. Mrs. Reisch had made folders (one to each bill) before receipt of the records. Miss Daigh is now unfolding and final filing the bills. I am cataloging the miscellaneous records. By the end of the month we hope to have the 1955 General Assembly "put to bed", which will be the fastest time for that we have ever accomplished. The records also came over more promptly and in better order than in previous years.

Mr. Cassady did the mail reference work during Mr. East's two weeks vacation, so he did not make the usual progress on the grantor index to State owned real estate. He is working on Case 6 No. 136. Mr. Cassady's legal training and prior abstract experience are aiding him in disentangling some rather confused records.

Mr. Rountree left on vacation without filing his monthly report, but Mr. Cassady makes the following report on the Corporation filing: "We are doing better in the filing department and can report that from A to H the reports are filed to '50 and combined ready for filing to '53. From I to R the reports are filed to '51. '52 and '53 are not yet unfolded. S is filed to '53. T to Z Mr. Rountree is filing '50-'53. Mrs. Barrington is combining T to Z and has completed U '50-'53.

Miss Daigh in addition to the typing of General Assembly cards and filing of General Assembly records, has done other typing and odd jobs for me. She has started to index Woodford County census for 1850, but I fear she will be unable to finish that before she leaves. Mr. East has read proof on her prior indexing and has checked on names she found illegible. He is delighted with the quality of her work and we regret that she will be leaving to enter college this autumn.

Miss Scheffler continues to be occupied with filing of name index cards. She is now working on our State Fair exhibit.

Mrs. Reisch has resumed the indexing of the 1850 census. She has been occupied lately with typing the General Assembly folders. Of course, much of her time is occupied with direct reference work and receiving the summer stream of tourists.

Reference Work

Reference work as usual included a great deal of genealogical work. We also are having considerable mail from Korean War veterans who think the State is paying a bonus. We get all mail addressed to the former Service Recognition Board. Aside from Service Recognition Board mail which we do not register in detail, inquiries came from 23 states (California 7, Kansas 7, Virginia 2, Oregon 4, Maryland 2, Iowa 7, one each from Tennessee, New Mexico, Arkansas, Oklahoma, Kentucky, Nebraska, Montana, Washington, Mississippi, Texas, Utah, Colorado, Louisiana, and Ohio); and from 9 Illinois cities and towns (Aurora, Lisle, Mattoon, Metropolis, Noble, Oak Forest, Peoria, Ruston, and Springfield). Visitors signed the register from 9 states and 28 Illinois cities and towns.

Miscellaneous Notes

The State Library was closed at 4 P. M. July 5-22, in correspondence with closing time for other State departments. The Library, however, is required by law to be open 8:30 to 5 so beginning July 24 we are keeping a skeleton staff on duty from 4 to 5 - one person upstairs and one person downstairs.

The office was closed Saturday, July 2 through July 4.

Mr. East, Mr. Bish, and Mr. Helm took their vacations during July.

The State Records Commission held its regular meeting in the Conference Room July 6. The archivist used the Conference Room as a workroom two weeks.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

July 1955

	<u>Vol.</u>	<u>Documents</u>	<u>Folders</u>
Legislative Council			
Workmen's Safety Commission			
Records	1		3
Illinois Commission on Interstate Government			
Records, 1939-55			15
Schaeffer Commission			
Staff Studies	4		
Special Communications, etc.	1		
Treatment of Eyes of New-born Children			
Questionnaires			1
General Assembly*			
House Engrossing and Enrolling Clerk			
House Bills		243	
House Amendments to Senate Bills		111	
Record of House Bills Engrossed and Enrolled	2		
House Bills Passed		623	
Senate Enrolling and Engrossing Clerk			
Senate Bills Enrolled		539	
Senate Bills Engrossed but not Passed		144	
Receipts for Bills from Governor's Office	1		
	9	1660	19

475
1135

*Other records from Clerk of House and Secretary of Senate received but not yet accessioned.

ARCHIVES REFERENCE

July 1955

State Business

In Person

Secretary of State

Corporation Department

Index Cards	72
Annual reports	67
Railroad books	7

Executive Department

Executive records	1
Notary bonds	3
Trade marks	2

Index Department

Elections	3
Enrolled laws	18
Deeds and abstracts	2

Governor

Correspondence	1
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Registration and Education Department

Real estate salesmen	2
Registered embalmer	1
Registered barber	1

Waterways Division

Canal records	18
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General Assembly	3
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History State Department	1
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Service Recognition Board	2
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By Mail

Service Recognition Board	49
Korean War Bonus	55

ARCHIVES REFERENCE

July 1955 (cont'd)

Archival Technique

By Mail

6

6

Family History

In Person

Name Index	20
County Histories	17
War Service Records	
Civil War	37
Spanish American War	1

Census records

State Census

1830	1
1855	9
1865	1

U. S. Census

1830	1
1840	1
1850	4
1860	6

By Mail

Genealogy **41**

War Service Records

Black Hawk War	1
Mexican War	1
Spanish American War	1
Civil War	28

170

ARCHIVES REFERENCE

July 1955 (cont'd)

History

In Person

Perrin Collection 5

General Assembly 6

Blue books 12

History of State Department 1

Election records 1

Executive record 1

By Mail 1

27

Grand Total

512

ARCHIVES CATALOG

July 1955

Name Index

General Assembly	1
Crawford County, 1850 census	<u>1141</u>
	1142 cards

Catalog

General Assembly	<u>Series</u>	<u>Secondary</u>	<u>History</u>	<u>X Reference</u>
1933	101	499	61	
1869	<u>10</u>	<u>7</u>	—	<u>25</u>
	111	506	61	25
<u>Total</u>	703			
<u>Withdrawals</u>	<u>163</u>			
Net	540			

DEPARTMENTAL VAULT ADMISSIONS

July 1955

Adjutant General's Office	5
Attorney General's Office	4
Auditor of Public Accounts	79
Civil Service Commission	42
Commerce Commission	2
Executive Department	20
Division of Mines and Minerals	5
Department of Public Instruction	3
Department of Registration and Education	33
Supreme Court	2
Securities Department	1
Teacher's Retirement System	21
Treasurer	13
Division of Waterways	8
Department of Public Works and Buildings	6
	244

PHOTOGRAPHIC LABORATORY

July 1955

Offset Negatives

11 x 14	24
12 x 18	3
8 x 10	3
14 x 17	27
10 x 12	<u>27</u>
	84

Photostating

	<u>Negatives</u>	<u>Positives</u>
State Library	2	2
Archives	5	
For Corporation Department	22	
For Waterways	80	
Corporation Department	<u>22</u>	—
	131	2

Photographs

	<u>Film</u>	<u>8 x 10</u>	<u>16 x 20</u>
Secretary of State	142	1045	20
State Library	<u>14</u>	<u>44</u>	—
	156	1089	20

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for August 1955

Accessions.

All of the 69th General Assembly records are now in the Archives, filed away and cataloged.

The most important accession was the World War I bonus records, transferred by the Adjutant General pursuant to an Act of the 69th General Assembly. These comprise the microfilm copies of extant bonus records (made for office use, the charred originals having been transferred to the Archives several years ago), index cards and correspondence. In other words, the Archives will in the future handle all service on these records. We now have all Illinois war service records. Illinois National Guard records are now in the Adjutant General's Departmental Vault.

Lee County continues to deposit its security microfilms. All records of the circuit clerk and recorder and marriage, birth and death records are now in our film vault. These microfilms remain the property of the county and are not subject to reference use here.

Departmental Vaults.

I have no record of transfers during the month. The Adjutant General is trying to get a bay assigned to the Labor Department but never used. Since the Labor Department has never used the space I think it might be declared forfeit and given to the Adjutant General without further to-do, but Miss Rogers had instructed them to apply through the Governor several years ago, and they had started pursuing "through channels" before I found out about it. If anyone should ask about it, I think the space should be assigned to the Adjutant General.

State Records Management Survey.

Most of the archivist's time was taken up last month with this subject. A brief resume of what it is all about may be appropriate here.

Two years ago the Governor became interested in having a records management survey made for the code offices. He felt at that time that the subject was too new to his department heads and he also felt that the survey should cover all State agencies. Now that all State departments are planning either to move into the new building or to expand in their present quarters, all

administrative heads are concerned with records storage problems and are receptive to such a survey. Consequently an appropriation for \$200,000 was secured from the General Assembly, for "a survey of records of the State of Illinois designed to devise efficient and economical methods of creating, managing, keeping and disposals of such records." The Secretary of State "shall employ a specialist or an organization of specialists in the field of records management to conduct a survey of records of the State of Illinois and to make reports and recommendations to the appropriate officials of the State." An Advisory Committee was appointed, consisting of the Secretary of State, the State Treasurer, the Auditor of Public Accounts, the Attorney General and the Director of Finance.

There has been much misunderstanding as to the purpose of this survey, many thinking that it would infringe upon the prerogatives of the Archives and the State Records Commission. Actually it is something that I have long advocated and I was delighted that the legislation was promoted by the State administration. The archivist cares for the permanent records after they have been created; the State Records Commission authorizes the disposal of obsolete records. Neither the archivist nor the Commission has any authority, nor are they qualified, to give instructions as to the creation of records. What is needed is a control to prevent haphazard creation of records which needlessly cause storage problems. Demand for records management stems from a realization of the fact that records are a necessary part of administration and without scientifically planned records an office is as inefficient administratively as if it clung to quill pens and letter press copying. Such records management studies played a prominent part in the Hoover Commission task force reports on the federal government, and several other states, notably Virginia, Maryland and Michigan, also several cities; New York, Detroit and San Francisco, as well as most of the major corporations, have employed records management experts.

The Secretary of State, after consultation with his Advisory Committee and the Archivist, requested the State Records Commission to recommend those firms which deal exclusively with the subject. The following were recommended: National Records Management Council of New York, headed by Robert Shiff, and the oldest firm; Records Engineering, Inc., of Washington, headed by former U. S. Senator Nye; and Leahy and Co., of New York, headed by Emmett J. Leahy. These firms were invited to submit proposals (not bids, it being assumed that the whole appropriation would be spent). These proposals were required to be filed not later than midnight August 27th. They have not been opened, and I do not know how the selection of the contractor is to be made. Appended is a copy of a checklist I prepared for the use of the Secretary of State and his committee. I prepared it in the form of an article, but do not now plan to publish it.

Staff Work.

There is nothing particularly new to report on staff activities as all staff members are continuing on present projects.

Direct reference work was fairly heavy. Two graduate doctoral candidates from the University of Illinois are doing research in the archives. One is doing a history of the Morrison Mercantile Company of Kaskaskia, the other is working on a biography of Lyman Trumble. Both are using the Perrin Collection (Cahokia documents) and the Kaskaskia microfilm.

Miss Julie Tulpin and Mrs. James Abells, professional genealogists, have used our census records a great deal, and we have had a number of people come here recently to do their own searches. The addition of the third microfilm reader was a good investment because Mr. East has been able to not only to keep his mail reference work up to date but even to do some indexing on the side.

Mail inquiries came from 20 Illinois cities and towns (5 from Peoria, 2 from Chicago, the rest one each); 21 states (20 from California, 8 from New York, 6 from Iowa, 5 each from Oregon, Kansas and Washington, 4 from Missouri, 3 from Oklahoma, 2 each from Idaho, Georgia, Wisconsin, Colorado and Indiana, 1 each from Michigan, Tennessee, Nebraska, Alabama, Texas, Arkansas and North Carolina), also one from British Columbia.

Staff News.

Miss Janice Daigh resigned as clerk, as she is entering the University of Iowa this fall. She has been typing secondary cards for my General Assembly cataloging, has done some indexing and in July unfolded and filed the General Assembly records for 1955. Miss Luella Hamann has been appointed her successor and will do the same type of work.

Don Wilson, guard at the Archives Building, died August 25, following an operation.

Messrs. La Hart, Rountree and Quonn took vacations during the month.

The State Library was closed Governor's Day at the State Fair, August 18.

Mr. East reports that he "received generous credit for his contributions to a volume by Le Roy Hafen (history professor, University of Utah) in To the Rockies and Oregon 1839-1842 (Glendale, California, the Arthur H. Clark Company, 1955). The leading chapters were on "The Peoria Party", 1839.

The Assistant made extensive study of the expedition with a view to publication abandoning this he gave copies of his notes to the State Libraries of Oregon and California. Hafen found one, come to Springfield in 1954 and got additional data - his selection of all I had."

Exhibits.

Our State Fair exhibit this year consisted of 21 photostats of charters of cities and towns celebrating their centennials this year. Several of these were also taken to county fairs.

Archives Building.

The remodelling of the Photographic Laboratory is being completed by the installation of a new sink in the photostatic darkroom and by painting.

The State Records Commission met in the Conference Room August 3rd.

The State Library is storing some 300 cartons of books in the Pent House pending remodelling and enlarging of the stacks.

Visitors.

Visitors signed the register from 9 states and 28 Illinois cities and towns.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

August 1955

	<u>Documents</u>	<u>Volumes</u>	<u>Misc. Reels</u>	<u>Drawers</u>	<u>Cabinet Index Drawers</u>
69th General Assembly					
Senate, Secretary	1651	25			
House, Clerk	1848				
Secretary of State					
Index Department					
Deeds to State					
Property	47				
(6 cases)					
Adjutant General					
Records pertaining to					
World War I bonus			238	4	11
Mercer County, County Clerk					
Security Microfilms	—	—	<u>36</u>	—	—
	3546	25	274	4	11

ARCHIVES REFERENCE

August 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	47
Index cards	56
Railroad books	8

Executive Department

Notary Bond	1
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Index Department

Deeds and abstracts	2
Enrolled Laws	16

Securities Department

Closed Cases	15
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General Assembly

House Bill	1
Senate Bill	1

Registration and Education Department

Real Estate Broker	1
Real Estate Salesman	4

Service Resognition Board	8
---------------------------	---

By Mail

World War I bonus	1
Service Recognition Board	24
Korean War	76

ARCHIVES REFERENCE

August 1955 (cont'd)

History

In Person

County Board Minutes	3
Election Returns	3
Laws	4
Perrin Collection	47

By Mail

5	62
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Family History

In Person

Name Index	25
County Histories	2
Census	
State Census	
1818, 1820	1
1840	2
1855	1
1865	1

U. S. Census

1820	1
1830	2
1840	12
1880	7

War Service Records

Civil War	19
Spanish American War	1

By Mail

Family History	47
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War Service Records

Revolutionary War	1
Civil War	32
Spanish American War	8

ARCHIVES REFERENCE

August 1955 (cont'd)

Archival Technique

In Person*

By Mail

17	_____	17
	_____	305
		505

*Exclusive of conferences in person and by phone in connection with contract for Records Management Survey. Most of archivist's time during the month was occupied with this work.

ARCHIVES CATALOG

August 1955

Name Index

Federal Census 1840

Alexander County	630
Boone County	334
Bureau County	690
De Witt County	554

Federal Census 1850

Crawford County	<u>5880</u>
	8088

Catalog	<u>Series</u>	<u>Secondary</u>	<u>X Reference</u>	<u>History</u>
1861 General Assembly		1		
1863 " "		1		
1865 " "		3		
1869 " "	91	253	30	10
1955 " "	71	170	61	
1951 " "	<u>1</u>			
	163			
	428	428	91	10
	91			
	<u>10</u>			
	732			
Withdrawals	<u>83</u>			
Net	649			

DEPARTMENTAL VAULT ADMISSIONS
August 1955

Adjutant General's Office	5
Attorney General's Office	4
Division of Architecture and Engineering	5
Auditor of Public Accounts	62
Civil Service Commission	32
Commerce Commission	3
Executive Department	22
Corporation Department	3
Liquor Control Commission	1
Division of Mines and Minerals	2
Department of Public Instruction	1
Department of Registration and Education	28
Securities Department	4
Teachers' Retirement System	16
State Treasurer	11
Division of Waterways	<u>3</u>
	202

PHOTOGRAPHIC LABORATORY

August 1955

Offset Negatives

17	12 x 18
5	14 x 17
21	11 x 14
12	10 x 12
<u>8</u>	8 x 10

63

Photostats*

Negatives

Corporation Recording	132 (?)
Archives (for Corporation Department)	17
Archives (exhibit)	23
	<u>172</u>

Photographs

Film

Prints, 8 x 10

Secretary of State

479

1732

*Laboratory report on paper used indicates 114 photostats made.

Discrepancy seems to be in work for Corporation Department as signed for by George Hansen on requisition form of Laboratory.

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for September 1955

Accessions.

Only one accession was recorded though several deeds were filed during my absence on vacation.

Departmental Vaults.

Bay 1 North 10 was assigned to the Adjutant General for expansion in his Illinois National Guard Service Record File. This bay, originally assigned to the Labor Department, had never been occupied.

Staff Work.

The Archivist's time prior to departure on vacation on September 17 was almost fully occupied with the Records Management Survey Contract. A statement concerning this Survey follows this section on Staff Work.

Mr. Cassady has continued the grantors index to the Deeds to State Property, having completed it through Case 22 No. 181. Included in this index project has been a careful rechecking of the filing and the making of separate folders for each accession. Previously all documents relating to title to the same institution or piece of property were kept in the same folder. This proved clumsy as papers tended to get mixed when brought out for consultation. Mr. Cassady expects to complete this work in October. Most of his work during the month was direct reference work, this work being particularly heavy the week both Mr. Rountree and the archivist were on vacation.

Mr. Rountree did some rearranging of files in the vaults, assisted in reference work and nearly finished filing the "V's" in the Corporation Files. Mrs. Barrington reports that she has unfolded and combined corporation reports for the years 1950-53 for the letter "W." Most of her work appears to have been with filing cards.

Miss Scheffler is still filing name index cards. She has also prepared a historical exhibit on State buildings which is now being installed.

Mr. East spent most of his time on mail reference, though he also started indexing the names in the 1850 U. S. census for Woodford County. The statistics hardly do justice to the amount of work involved since we count each letter as one unit, no matter how many names are searched.

For instance, one inquirer requested war service records on eleven Civil War soldiers. Aside from inquiries concerning World War II and Korean War bonus, our mail reference work brought letters from 18 Illinois towns and cities, 21 States and the District of Columbia: Iowa with 9 inquiries; California with 8; Missouri with 6; Washington and Oregon with 4 each; New York with 3; Michigan, Kansas, Oklahoma, Idaho and Utah with 2 each.

Luella Hammann who was appointed to Miss Daugh's place left after two weeks to accept a position in her home town. We were sorry to see her go as she was obviously a competent girl who would have fitted into our organization.

Mrs. Reisch continues her indexing of 1850 Federal census. She finished Crawford County and expects to have Cumberland County completed by the end of the first week in October.

Records Management Survey.

The Secretary of State requested the State Records Commission to act as technical advisors to him in connection with the awarding of the contract for the Records Management Survey provided for by HB 1093 of the 69th General Assembly. At his request we furnished him with "a list of those Records Management Firms which are most competent and experienced and deal exclusively in this field." Mr. Carpentier then wrote to these companies inviting them to submit "Proposals." Representatives of these companies made a series of visits in person and by long distance calls. The procedure was to take these gentlemen to Mr. Carpentier (or in his absence, to Mr. Hodgman, assistant Secretary of State) for interviews. From there they were taken to Mr. Leth, assistant director of Finance who took them into various departments for interviews. After these interviews they usually returned to me for further discussion. The State Records Commission worked hard and gave generously of their time. They had several meetings with Mr. Carpentier and by themselves. The original proposals were first required to be filed by the 15th of August midnight. Later the time was extended to September 6th.

On receipt of the proposals a copy of each was sent to each member of the State Records Commission for study. At a called meeting September 12 the proposals were discussed. It was agreed that any one of the three companies appears qualified to do a satisfactory job. No one company proposed every feature which the Commission would like to see accomplished in Illinois, nor was there sufficient unity in the nature of the proposals to make it possible to let a contract based upon competitive bids.

The archivist so reported to the Secretary of State. This conference resulted in instructions from Mr. Carpentier to draft stipulations for bidding, which the Commission proceeded to do. These stipulations were in three sections:

- 1) Information for the use of contractor in preparing proposals.
- 2) Information required by the State concerning the qualifications of the bidders.
- 3) Bidding requirements.

It is obviously impossible to draft specifications for a professional project like this. Rigid specifications would involve meaningless answers to the effect that, "Sure, we can do that." Instead we have listed the objectives of the survey and stated the areas in which work is and is not to be done. For instance, we stated that we are not interested in an inventory of existing records; the contractor is not to spend project appropriations on microfilming, installation and operation of equipment, etc. We are requiring the companies to spell out their proposed procedures in carrying out the project in each area. As one firm's president put it, "You have outlined a stupendous program. Anyone who tells you he can complete the whole job is a charlatan." From their replies we hope the Advisory Committee can decide on the basis of what appeals to them as the best business deal. Bids have been asked for, due noon October 11. (Originally October 3 was the date set. This was extended at the clamor of other firms wishing to bid.) The archivist walked out for her vacation before the State Records Commission had completed the Stipulations, but not until after her part thereof was done. Her absence probably caused criticism from the firms who have invited themselves to bid, but the members of the Commission interviewed all of them and all were given access to departmental heads.

Conference Room. The Conference Room was used six times by the State Records Commission and once for a staff meeting.

Vacations.

Vacations were taken by Miss Daigh, Mrs. Barrington, Mr. Rountree and Miss Norton.

The office was closed Labor Day, September 5, and the preceding Saturday. The staggered hour schedule was resumed by the State Library the first of September.

Visitors.

Dr. Florian Gebhard Rath, Director of the "Haus-, Hof- und Staatsarchiv" of Austria, accompanied by an interpreter, Dr. Spitzer, visited the Archives September 22-24. I was sorry to have missed them but Mr. Reid and members of the Archives staff appear to have given them ample attention. I expect to see them at the Nashville meeting of the Society of American Archivists in October.

Respectfully submitted,

Archivist

Springfield, Illinois
Sept. 26, 1955

Dear Miss Norton:

It was my pleasure to assist with the entertainment of Dr. Florian G. Rath, Archivist of "Hof- Haus- und Staatsarchivis" of Wein, Austria and Dr. H.M. Spitzer, J.D. State Dept., Dr. Spitzer is traveling with Dr. Rath as official interpreter.

On Thursday evening, Miss Florence Michol, Miss Dorothy Bailey and I entertained them at dinner at The Mill. On Saturday Mr and Mrs. Peter Langston and I took them to New Salem. Mr. and Mrs. Reid met us for dinner at the "New Salem Lodge"

Attached are two mailing labels. As they are traveling via air Mr. Reid suggested that we mail any archives material and pictures to them. Mr. Reid has copies of the photographs taken in the Archives.

Dr. Rath and Dr. Spitzer will be attending the Archivist's meeting in Nashville. You will have opportunity to meet them then. I believe they were quite impressed with our building and Archives Department. Mr. Cassidy told them about our work and took them on a tour of the building. Mr. Reid took them through the Library and to the Historical Library and State Museum.

Attached is a copy of "Biographical Data" on Dr. Rath. Mr. Reid has other correspondence, including their itinerary, etc.

Sincerely,

Emma

Emma L. Scheffler

ARCHIVES ACCESSIONS

September 1955

Documents

Secretary of State

Securities Department

State of Trust Receipt Financing

1299

ARCHIVES REFERENCE

September 1955

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	90
Index Cards	70
Railroad Book	1
Correspondence	1

Executive Department

Executive Records, vol. 5	1
Notary Bonds	2
Trade Marks	2

Index Department

Deeds and Abstracts	5
Election Returns	1
Enrolled Laws	18

General Assembly	4
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Service Recognition Board	3
---------------------------	---

By Mail

Service Recognition Board	27
Korean War	42
Illinois and Michigan Canal Records	1
History State Departments	1

279

History

In Person

Election Records	3
Laws	1
County Histories	8

By Mail

0	12
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September 1955 (cont'd)

Family History

In Person

Name Index 24

War Service Records

Black Hawk War	1
Mexican War	2
Civil War	25
Spanish American War	1

Governor's Letter-books 1

Census Records

State

1818	1
1820	1
1835	1
1845	3
1855	1

U. S.

1830	1
1840	4
1850	15
1860	2

By Mail

War Service Records

Revolutionary War	1
War of 1812	1
Civil War	15
Spanish American War	1
World War I	1

Genealogy

52

ARCHIVES REFERENCE
September 1955 (cont'd)

Archival Technique

In Person

Records Management Survey (Incomplete)	12
Foreign Visitors	2

By Mail

Archival Correspondence	7
Records Management Survey	<u>3</u>
	<u>24</u>

Grand Total

529

ARCHIVES CATALOG

September 1955

Name Index

1850 Census

Crawford County

~~Cumberland County~~

3000

~~2380~~

1840 Census

Adams County

2460

7840

2380

5460

Catalog

None

DEPARTMENTAL VAULT ADMISSIONS

September 1955

Adjutant General's Office	20
Division of Architecture and Engineering	5
Auditor of Public Accounts	61
Civil Service Commission	45
Commerce Commission	2
Corporation Department	1
Executive Department	20
Finance Department	2
Insurance Department	1
Department of Public Instruction	3
Liquor Control Commission	1
Department of Registration and Education	27
Securities Department	2
Supreme Court	3
Teachers' Retirement System	12
State Treasurer	14
Division of Waterways	14
Department of Public Works and Buildings	<u>5</u>
	238

PHOTOGRAPHIC LABORATORY

September 1955

Offset Negatives

4	8 x 10
14	10 x 12
15	11 x 14
15	14 x 17
<u>3</u>	2 x 18
51	

Photostats

Negatives

Positives

State Library

Archives

22

Corporation Department

3

25

Photographs

Negatives

8 x 10

Secretary of State

222

1158

State Library

7

38

229

1196

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

October 1955

Accessions.

Accessions were routine in nature as shown by the Statistical Report.

Departmental Vaults.

Records were taken to their vaults by the following: Superintendent of Public Instruction, Public Welfare Department, State Treasurer and Teachers' Retirement System. Only the Teachers' Retirement System brought records specifically because of their removal to the new State Office Building. The records they brought are quite current and they may have to keep a clerk here at least half time to service them.

Records Management Survey.

The contract for the records management survey for Executive Departments of the State of Illinois was awarded to the National Records Management Council of New York, Robert Shiff, president, on October 25, 1955. So far as I know the contract has not yet been signed, however. This is not the place to detail the history of this letting, many phases of which are confidential. Secretary of State Carpentier requested the State Records Commission to act as his technical advisors in the matter. As chairman of the Commission I spent practically all my time on the project for several months. I prepared the areas for survey and qualifications for bidders section of the "Suggestions for Bidders", other members of the Commission preparing the section on how to bid. The bid was let at an open hearing on the unanimous recommendations of the members of the Commission, the Commission itself feeling that it would exceed our statutory authority to pass a resolution on the subject.

Archives Building.

When the Local Health Division of the Department of Public Health moved out of the second floor East of the Archives Building we were reassigned that space. We plan to set up our laminating laboratory there. As we have to have special equipment made it will take several months to set it up. This will occupy about one-third of the room. We are undecided as to whether to use this for

departmental vaults^{ch.}. The space was originally planned and used for that purpose. I am reluctant to move these people in there until we have our laboratory in smooth running order, especially as several of the departmental clerks are "problem children." I have not heard where the Secretary of State plans to house the Records Management Survey team, and suspect he himself has not thought that through. I think this would be an ideal place for them. They would not interfere with the laboratory and it would ensure what I believe to be necessary cooperation with the Archives. According to the bid, ten staff members are to be assigned to the project--perhaps not all to be here at the same time. As this project will last only about a year, we can still use this room for departmental clerks after the laboratory is running smoothly.

Staff Work.

Each of the staff members is pursuing his or her own projects and I do not need to report in detail upon their work.

Mrs. Reisch has completed the indexing of Cumberland County, 1850 U. S. census.

Miss Scheffler is working on an exhibit of early State buildings.

Staff Notes.

Mrs. Reisch took her vacation during the month.

Mr. Reid, Miss Scheffler and I attended the annual meeting of the Society of American Archivists held at Nashville, Tennessee, October 9-11. A separate report on this meeting has already been filed. Mr. and Mrs. Duniway of Salem, Oregon, drove down to Nashville with us.

Mr. East spoke on "The Humor of Lincoln" at the Jefferson County Historical Society at a dinner meeting in Mt. Vernon, October 24, Mildred Warren, librarian of the Mt. Vernon Township High School, was program chairman.

Visitors.

Mr. David Duniway, state archivist of Oregon, spent two days in Springfield. He was particularly interested in our records disposal system and spent some time studying the files of the State Records Commission. He also was a guest at the stated meeting of the Commission October 5.

Respectfully submitted

Archivist

SOCIETY OF AMERICAN ARCHIVISTS

Annual Meeting October 9 - 11, 1955

Nashville, Tennessee

REPORT

The State of Illinois was represented at the 19th annual meeting of the Society of American Archivists by Mr. de La Fayette Reid, Assistant State Librarian; Emma Scheffler, Archival Cataloger; and Margaret C. Norton, Archivist. Mr. David Duniway, State Archivist of Oregon, and his wife spent several days at the Illinois Archives prior to the meeting and drove to Nashville with us.

All meetings except one were held at the Dinkler-Andrew Jackson Hotel. Dr. Ernst Posner was program chairman. I did not hear how many attended the meeting but I would guess about the usual number, 150. Washington sent a rather larger than usual delegation. We were saddened by the news of the sudden death on October 8 of Herbert A. Kellar, for many years executive secretary of the McCormick Historical Association of Chicago and more lately of the Wisconsin State Historical Society. Mr. Kellar was one of the founders of the Society and a long time intimate friend of the Illinois archivist. Because of Mr. Kellar's death the archivist and director of the Wisconsin Historical Society did not attend the meeting, Miss Alice Smith being its only representative. Miss Case, archivist of Connecticut, was detained by the floods in Connecticut. Mrs. Leddy of Texas was not present, but the Texas university archivist, Miss Winnie Allen, was there with her new translator. Roscoe Hill, retired, from the National Archives, who always attends, did not come. William McCain, long time archivist of Mississippi, who recently left that institution to become a college president, was there, but not Miss Capers who succeeded him. Mrs. Fox of Cornell was absent, also Mr. Brannon who recently succeeded Mrs. Marie Owen at Alabama, Mr. O'Brien of California (though his predecessor Mr. Bowman came), Mr. Brown, archivist of Minnesota (though Miss Kane, manuscript curator was present), and Roger McDonough, State Librarian of New Jersey. Practically all the other habitués were present.

Among important archival news may be cited: The resignation of Karl Trever, editor of The American Archivist. His place is being taken by a man in the National Archives (whose name slips me) and Elizabeth Buck is continuing as assistant editor. Dorothy Taylor, formerly archivist of the Denver and Rio Grande Railroad has become the head of the new Wyoming microfilming department. New Jersey has not yet found, or perhaps announced,

its new State Archivist. An appropriation for an archives building is included in the Ohio State Building Bond Issue, to be voted on this fall. Louisiana is taking an inventory of the State and parish archives with a view to establishing a separate State archives. The University of Louisiana Library is the present archival agency.

On Sunday afternoon the Illinois-Oregon party visited Andrew Jackson's "Hermitage", where we saw a number of other archivists.

The Illinois archivist attended several meetings of the Committee on Professional Standards. This committee is comprised of past presidents of the Society. After considerable discussion it was decided to drop, temporarily, the proposal for establishing an Institute of Archivists, modelled on that of the Architects. The Illinois archivist vigorously opposed this proposed Institute, feeling that it would be an empty honor for those who achieved it and not an incentive to raise standards for the selection of better trained and qualified persons for either head or assistant archivists. Further study will be made by the committee.

The State Archivists held a dinner meeting Sunday night to hear reports from the Committee on State Archives. Mrs. Mary Givens Bryan made a splendid report. She also presented us with "1955 Comparative Study of State and U. S. Territorial Laws Governing Archives." This is not merely the annual report on new archival laws, but is also a revision of the directory of archivists. The archival budgets for each state are also included, the first study of this kind. Comparisons are not too helpful here because of the diversity of work each State archives undertakes. However, this compilation will be a very useful desk manual. Mrs. Bryan also circulated a historical report on the Georgia archives.

The first formal session was held Monday morning. Rumors have been making the rounds that the National Archives has abandoned lamination because it had not been successful. We are, of course, concerned with this tale, especially those of us who are just now going into this process. The National Archives, the Library of Congress, the Army Map Service and the Virginia State Library have requested the Paper Section of the National Bureau of Standards to study the question, and Mr. William K. Wilson, chemist in charge of the project made a progress report. This was discussed by a panel over which Leon de Valinger, Jr., of Delaware presided, the participants being W. J. Barrow of Virginia, Oliver W. Holmes of the National Archives and Alvin W. Kremer of the Library of Congress. From this discussion I gathered that

- 1) The flat bed laminator used by the National Archives is inferior to the Barrow laminator. (all using the latter reported satisfactory results.)

- 2) The National Archives had been buying cellulose acetate on bids and have been receiving inferior quality material. Only Du Pont makes a satisfactory quality.
- 3) The plasticizer is the villain which causes disintegration.
- 4) The National Archives has not been subjecting papers to a preliminary anti-acid bath as recommended by Barrow.
- 5) Most of the trouble at the National Archives was due to careless and too rapid lamination.
- 6) The National Archives has not abandoned the process but is doing little lamination until the results of the tests are announced.
- 7) Two plastics, polyethylene and polyethylene terephthalate (trade name "Milar") promise to be superior to cellulose acetate, but because they have a high melting point, they have to be applied with a thermoplastic adhesive and a satisfactory adhesive has not yet been found. (Our experiments with Dulseal have been most unsatisfactory).

A summary of Mr. Wilson's paper is appended.

The luncheon paper by Robert A. Schiff, president of the National Records Management Council, "The Archivist's Role in Records Management", was a disappointment. He talked entirely in terms of business archives and did little more than "plug" his own company. I had expected that he would say something about what is concerning us here at Springfield, namely, "What does the Government Archivist want from the Records Management Expert?" Probably, he thought best to ignore that subject since our contract has not been let.

Monday afternoon we visited the Tennessee State Archives and Library Building, hearing an excellent paper about that building by Dr. Dan Robison. Following this paper coffee and rolls were served and tours conducted through the building. Mr. Reid and I spent some time in the lamination laboratory and I visited the Archives Reference Room. I had a visit with Mrs. John Trotwood Moore, beloved State Librarian emeritus.

The annual dinner of the Society was held Monday evening, at which Dr. Morris L. Radoff of Maryland read his presidential address. (Copy of press release appended). Dr. Radoff deplored the present movement toward separation between archivists and records management. "The conscientious records management specialist regretted his lack

of history; the few archivists who undertook records management regretted their lack of knowledge of system and machines." Dr. Radoff believes it is not impossible for the archivist trained in the future to acquire a knowledge of all these matters. The American archivist does not need courses in palaeography, medieval languages, diplomatics, etc. required by the European archivist. Instead he should study these new techniques which apply to his own problems. The address was stimulating and thought inspiring.

The annual business meeting followed. The new officers elected were:

President: Ernst Posner, dean of the Graduate School of Social Sciences, American University.

Vice-President: Henry Edmunds, Archivist, Ford Archives, Dearborn, Michigan.

Secretary: The Rev. Henry Brown, S. J., Catholic University, Washington, D. C.

Treasurer: William Overman, Archivist, Firestone Archives, Akron, Ohio.

Council: Wayne C. Grover, Archivist of the United States, Washington, D. C.

The Tuesday morning session was devoted to "Defense of Archives Against Human Foes." Speaker was Robert H. Land of the Library of Congress. (Copy appended). Philip M. Hamer of the National Historical Publications Commission presided and the formal discussion was headed by Richard D. Higgins, Massachusetts Archivist; Lucille Kane of the Minnesota Historical Society and William J. Van Schreeven, Virginia Archivist. There was also a lively discussion from the floor. Among the chief offenders are not only the thieves, crackpots and forgers, but those who handle papers carelessly, staff as well as patrons. Among the things to be guarded against are "privileged characters" who demand exceptions to rules or sole access to a collection, photocopyists and exhibit arrangers and patrons who dog-ear, affix paper clips or disarrange files for their own convenience. We were warned about the ease with which documents can be stolen from exhibits. The best protection seems to be indelible marks of ownership, accurate descriptions and photocopies of documents, strict enforcement of rules, detailed supervision over patrons, and professional checking and refiling of documents produced, warning of patrons of literary rights involved in reproductions of documents, etc.

Mr. Higgins told of the Massachusetts experience. An employee named Perry stole many papers from the archives which are gradually coming to light in dealers' catalogs. Since Massachusetts has never cataloged its archives it is impossible to say how many have been lost. He also cited

their experience in having a man try, and nearly succeed in signing his name on the first Constitution of Massachusetts currently on display. He deplored the fact that he had been denied the five catalogers he asked for in his budget. (N.B. I first visited the Massachusetts archives in 1922. These comprise only the colonial records and the enrolled laws. They were housed in a room about the size of the first level of our special vault. Half a dozen employees were then indexing them. I last visited the department in 1949. At that time firemen were putting out a roof fire directly over the office, lighted by a skylight. No one in the office showed the slightest concern for the safety of the previous records directly below the skylight. Massachusetts is a pitiful example of a State which has turned its archives over to political hacks. I know by myself I could have indexed every document in that small repository in the 33 years since I first visited it. The present Secretary of State is making a valiant effort to make this a real archival institution, and I was favorably impressed by the present archivist though I know nothing of his background).

Dr. Van Schreeven said that much damage to manuscripts stems directly from poor housekeeping on the part of archivists themselves. Among the other bad practices he mentioned were:

Use of wood pulp folders of poor quality, interfiling of photo-stats, steel engravings and newspaper clippings with manuscripts (migration of acids).

Careless use of fountain pens. (Ball point pens and indelible pencils smears).

Framing and hanging of manuscripts (damage from light).

Careless handling in photographic laboratories, particularly breaking bindings to achieve a flat surface. (In all re-binding the archivist should specify a loose binding or preferably a locked post binder type).

Use of unguarded display cases. Dr. Van Schreeven stated that he knows of no good commercial case which a child couldn't break into, and glass can be easily and noiselessly broken.

Minor repairs and mending with Scotch tape.

The second paper of the morning was an official statement by Dr. Robert H. Bohmer, assistant archivist of the United States concerning government's action in the case of the William Clark papers. The appended summary states the history of the case. What is causing all the excitement is the fear on the part of manuscript curators that this case may set a precedent for actions of replevin for the return of documents now in various collections. Most of the historical societies have archival documents which have wandered out of

official custody. The most notorious example is the Draper collection in the Wisconsin State Historical Society. I think all the National Archives is planning to do is to warn people to be careful and that there is a replevin act which can and may be invoked.

Theodore Shellenberg of the National Archives reported at luncheon on his recent Fulbright trip to Australia as a lecturer in archives and records management between February 20 and September 3, 1954. He said frankly that the registry system in use there as in European countries is so different from the American system of records keeping that many of our techniques do not seem to apply and that he did not think he contributed much if anything. However, the third annual report of the Commonwealth Archives Committee which came while I was at Nashville, says, in part, "His influence on archival development has been and will be both important and enduring. During a remarkably extensive programme of lecturing, seminars and advisory discussions, he combined great personal charm and self-sacrificing work with extensive experience and scholarly insight. The State librarians and many officials of both Commonwealth and State Governments have expressed their appreciation of his work and both Commonwealth and State archivists were helped and stimulated." The detailed summary of what he did indicates that he was most industrious. He is writing a manual on archives and records management, to be published in Australia. Those of us familiar with the National Archives staff manuals which he has written look forward to this new work as probably another Jenkinson.

Tuesday afternoon was supposed to be given over to historical tours. However, the Illinois delegation started for home instead. In summary I think we can say that the program was unusually timely and successful in bringing us up to date on what is going on in the archival field. The chairs of this hotel were as uncomfortable as those usually provided at conventions, the ventilation and loud-speaker systems unworkable as always, the food "fair", yet I did not, as I usually do, have to fight drowsiness, which is a real compliment to the program. We all liked especially having but one paper to a session, followed by a panel discussion with time for discussion from the floor. The program kept to the time schedule, a most unusual and desirable feature in a convention.

ARCHIVES ACCESSIONS

October 1955

Documents

Secretary of State

Index Department

Deeds (4 cases) 16

Securities Department

Statements of Trust Financing 1,200

Registration and Education Department

Applications

Beauty Culture 15,707

Medical 1

17,924

ARCHIVES REFERENCE

October 1955

State Business

In Person

Secretary of State

Corporation Department

Annual Reports	20
Fee Book	1
Index Cards	47
Railroad Books	2

Executive Department

Executive Records	1
Notary Bonds	4
Trade Marks	1

Index Department

Deeds to State Property	1
Election Records	5
Enrolled Laws	9

General Assembly	5
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Registration and Education Department

Apprentice Pharmacist	1
Registered Pharmacist	1
Registered Agent	1
Real Estate Broker	1
Real Estate Salesman	3
Registered Barber	1

Waterways Division

Illinois and Michigan Canal	6
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Service Recognition Board

World War I	1
World War II	6

ARCHIVES REFERENCE

October 1955 (cont'd)

By Mail

Service Recognition Board	33
Korean War	37
World War I	1
History of State Departments	2
	<hr/>
	252

History

In Person	2
By Mail	9
	<hr/>
	11

Family History

In Person

Census Records

Territorial	1
State, 1855	1
U. S.	
1830	1
1840	3
1850	4
1860	4
1880	7

War Service Records

Black Hawk War	1
Mexican War	1
Civil War	20
Spanish-American War	1

Name Index	17
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County Histories	14
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ARCHIVES REFERENCE

October 1955 (cont'd)

By Mail

Family History 50

War Service Records

Black Hawk War 1

Civil War 25

Spanish-American War 5

Nauvoo Legion 1

157

Consultation Services

In Person 1

By Mail 6

7

Total

427

ARCHIVES CATALOG

October 1955

Cards

~~Name Index~~

~~U. S. Census 1850~~

~~Cumberland County
Completed~~

~~2675~~

Catalog

	<u>Series</u>	<u>History Cards</u>	<u>Secondary Cards</u>	<u>X Reference Cards</u>
Service Recognition Board				
World War I Bonus	2	1	11	
General Assembly 1955	<u>2</u>	—	—	
	4	1	11	
Total, 16 Cards				

DEPARTMENTAL VAULT ADMISSIONS

October 1955

Adjutant General's Office	23
Attorney General's Office	3
Division of Architecture and Engineering	5
Auditor of Public Accounts	57
Civil Service Commission	39
Commerce Commission	2
Corporation Department	2
Executive Department	21
Finance Department	1
Department of Public Instruction	3
Insurance Department	1
Liquor Control Commission	3
Division of Mines and Minerals	3
Department of Registration and Education	27
Supreme Court	1
Teachers' Retirement System	23
State Treasurer	11
Division of Waterways	7
Department of Public Works and Buildings	<u>5</u>
	237

PHOTOGRAPHIC LABORATORY

October 1955

Offset Negatives

12 x 18	29
14 x 17	12
11 x 14	3
10 x 12	15
8 x 10	<u>26</u>
Total	85

Photostating

Negatives

State Library

Archives

25

Corporation Department

Recording

69

94

Photographs

Films

8 x 10

5 x 7

State Library

46

313

Archives

0

20

Secretary of State

34

223

6

80

556

6

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for November 1955

Accessions.

Accessions were routine in nature.

Departmental Vaults.

Transfers were made to their vaults by the Superintendent of Public Instruction and Auditor of Public Accounts.

Staff Work.

The archivist has finished cataloging the 27th General Assembly of 1871/72 records, also the two special sessions. The secondary cards are being typed by Miss Perry, so the statistics are incomplete.

Miss Scheffler has been working on an exhibit on State Buildings.

The Governor feels that it will be helpful to the Korean War Bonus Commission if all inquiries are handled by one department. He has, suitably, designated the Illinois Veterans' Commission to handle this matter, and at the Commission's request we have turned over our file to them also we forward all correspondence on the subject which we receive. This will mean a sizeable drop in our reference statistics which shouldn't be interpreted as meaning we are slipping!

Mrs. William Barrington has resigned effective December 15. Miss Rosetta Perry has been appointed file clerk to succeed her, coming in on the staff November 16. Because the vaults were too cold to work in for several days, we have shifted both the girls upstairs temporarily. Mrs. Barrington is filing corporation index cards. Mrs. Barrington has interfiled the 1950-53 corporation papers in the letter W, and in the letters J - K. Miss Perry has started final filing of the reports for companies having ten year folders.

Mr. Rountree reports the status of the Corporation filing to be: L - Z, completed; A - L, 1951-53 not filed; M - R, 1952-53 not filed. We had hoped to be completely

caught up on our filing before the new reports come in, but I don't think we shall quite make it. However, we hope next year to be entirely caught up. Both Mr. Cassady and Mr. Rountree worked on some necessary shifting in the Archives vaults. Mr. Walsh's office was unable to give us janitor help for this.

Mr. Cassady is making good progress on his grantor's index to the deed records. Miss Perry has typed all completed to date. Mr. Cassady has done considerable reference work this month, helping out Mr. East whose mail reference work began piling up, and also assisting patrons at the Archives.

Dr. Temple of the State Museum is working on Indians in Illinois and went through some of our earlier records. Mr. Howe of Waterways is working on a report on the Illinois and Michigan canal, rechecking and adding to the Department's earlier documentary history.

Mr. East has had an unusually heavy month. Statistically his work is hardly representative, as in one case he had to make out 12 certificates and in another 5, on Civil War service for each of two letters. He completed searches on 91 letters, some searches taking up to half a day apiece.

National Records Management Council.

The survey team is housed in the second floor east of the Archives Building. They have half a dozen men on the job and bring in a couple more each week. One man, Frank White, is making a survey of storerooms in State buildings and in the city. The major work of the past month has been in the Department of Public Health. So far no records destruction applications have been filed as the result of their work, but a couple of categories of records have been suggested for transfer to the Archives, none of which have as yet been proffered us.

Lamination Laboratory.

Our laminating machine has been delivered and other equipment - sink, work benches, etc. ordered. The Secretary of State's carpenter shop is to do the cabinet work for us.

Archives Building.

The Conference Room was used by the State Records Commission November 2 and for the State Library staff

meeting November 7.

The office was closed November 11 and 12, 24-27.

Mr. Jim Barnett, day watchman, has been transferred to the State House and Mr. Lee Carter has taken his place.

Miscellaneous.

Five members of the Archives staff were on the November film reviewing committee. I think that it is unwise to take five of a staff of eleven away at one time and hope the schedule will be more carefully planned in the future.

Respectfully,

Archivist

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Springfield-Urbana Chapter, Wednesday, Nov.2,1955, Allerton Park,
Monticello, Illinois

Subject: "OPERATIONS RESEARCH AS A TOOL OF ADMINISTRATIVE DECISION"

SPEAKER: MR. FREDERICK WILLIAMS, UNIV. OF ILL., DEPT OF ECONOMICS

REPORT OF EMMA M. SCHEFFLER, ARCHIVAL ASSISTANT

Miss Dorothy G. Bailey, Dept. of Illinois Documents and I represented the Illinois State Library at the meeting of the Springfield-Urbana chapter of ASPA. We were given permission to drive the Dodge Station Wagon to make the trip. For one reason or another other members of the staff, who are members of ASPA were unable to attend.

Following a delicious duck dinner, a speciality of Allerton Park, those in attendance, (25 in number) adjourned to the library for the meeting. Mr. Tom Page, of the Univ. of Illinois, Institute of Government and Public Affairs was in charge of the meeting. Mr. Page introduced Mr. Frederick Williams who presented an interesting and informative introduction to OPERATIONS RESEARCH AS A TOOL OF ADMINISTRATIVE DECISION. Attached is ~~copy~~ of a bibliography of publications concerning the subject which Mr. Williams has prepared.

Mr. Williams opened his lecture, or talk by stating What subjects were available for operations research, Why studies were made, and How research can be done. He quoted "Morse and Kimball's" definition for operations research. I was unable to write the definition verbatim but I understood it to mean that Operations research is a scientific method provided administration to determine the most exacting and critical approach to a problem with means of solution for that problem.

Certain "Characteristics" are fundamental: for example....

1. Research into operations
2. Team approach
3. Model approach
4. Whole organization approach
5. Emphasis on mathematical tools

In "Research into operations" the researcher determines how to use the machines which are available. In the "group approach" a group of specialists are called in to look at the problems and to recommend improvements or changes.

In the "model approach" a model of the existing operation is used with a mathematical model to help solve the problem. Certain equations are solved to arrive at the best solution.

In the "Whole organization approach," what is the optimum for the whole organization. Sometimes a solution may be reached by study of the sub-optimum level. One of the tools, used in this study, may be a program which highlights the changes made. This may point the need for further changes or may point out the best possible solution to a problem.

"Emphasis on mathematical tools" is used when quantitative answers are desired. Studies in output of material, man hours etc.

Mr. Williams stated that Operations Research is also a philosophy. A number of universities are giving courses in Operations Research, among them are, the University of Illinois, Mass. Institute of Technology, Carnegie Institute of Technology, a school in California, I am not certain which one and a few others.

There are 14 Tools of Operations Research as presented by Mr. Williams.

These are as follows:

1. Conceptual models
2. Statistical methods
3. Probability theory, which says Mr. Williams "can get out of control."
4. Sampling techniques.

A method of taking samples and check machines for control.
This can develop into looking for something which is not there.

5. Linear programming - These are newer techniques which have been

developed since the end of World War II.

As an example: a unit consisting of 3 factories and 4 warehouses. A study was made of the cost of shipping from the various factories, nos. I, II, III to the several warehouses A, B, C, D, E. Study was to minimize the cost, to improve service, and to determine best approach to the problem. The technique used improved one step at a time.

H.J. Heinz Co. has used this technique with success. It has been found profitable not to use all machines at top capacity, at all times. It is better to improve a little in a few departments than to improve more in all departments.

6. Symbolic Logic. Making a statement of certain facts by symbol to arrive at a solution.

7. Queuing Theory

Example used was that of a Tool Crib, in a factory, where highly paid mechanics queue in line waiting to be serviced by men in the Tool crib. Would it be less costly to hire additional men in pool than to have men standing in line and idle when they could be producing. Increase service in Tool crib and thereby increase production. The same sort of study could be applied to coffee breaks, parking lot services, etc.

8. Monte Carlo Techniques

Studies made by mathematical formula - How much idle time results when several machines break down at the same time? Some one present asked, "Why were these techniques named 'Monte Carlo'?" Mr. Williams supposed for the famous Monte Carlo tables of chance.

9. Game theory

The "minimax play", a series of studies playing around, as it were, with different methods of approach and study.

10. Decision Theory

This theory depends upon the possibility of reaching the desired goal. For example: Should one wish to make \$10,000 should one pay \$5,000 for a race ticket? If, one has but \$5,000 and loses he has nothing, however if one has \$500,000 one can take the chance of winning the \$10,000 and be none the worse for it. A decision theory is based upon the amount to be gained in efficiency, work hours, profit, etc.

11. Information Theory

What amount of information can be disseminated through a given channel? What is the best method to use? Is a system of codes, memos, bulletins, radio, TV better than system now used?

12. Search Theory

To determine best way to locate something, some one, be it materials, machines, etc.

13. Feedback controls

These are automatic controls such as thermostats, automatic machines where machines watch themselves, man is not needed.

14. Electronic computers

All the new machines which multiply, add, subtract, etc. which may be used in operations research.

One illustration used for "Game Theory", no.9 was concern-
a Hot Dog stand. Should the weather be cold a profit could be made of \$500 on hot dogs, with a loss of ~~\$\$\$~~ \$300 on ice cream; if the weather was hot the loss on hot dogs could be \$300 with a profit of \$700 on the ice cream. By mathematical calculation, figuring profits and losses one could, ~~manipulate~~ arrive at the proper amount of hot dogs and ice cream to buy in order to make a profit of, say \$150 regardless of the weather. (I was tempted to say that I would buy from a wholesaler who would allow me to return unsold stock, in good condition, and thereby make a profit.) This calculation was based upon a four or five day period of selling.

Mr. Williams listed the initials used for the various groups using Operations Research: (all military)

AORG Army Operational Research Group (British)

OEG Operations Evaluation Group (Navy)

ORO Operations Research Office (Army)

OAD Operations Analysis Division (Air Force)

RAND Research and Development Corporation (U.S.)

WSEG Weapons Systems Evaluation Group (Joint Chiefs of Staff)

Reference was made to an article which appeared in a recent issue of "BUSINESS WEEK" concerning a study made by the Argus Camera Factory. I have not looked this up as our periodicals are not available at present.

At the conclusion of his talk Mr. Williams informed us that not more than two, or at the most three, of these methods or tools were studied in one semester. We felt as if we had covered considerable territory in one evenings' lecture.

It was pointed out that it was desirable for one to have an engineering background and a knowledge of mathematics in order to be successful in the field of "Operations Research."

We have, at least, been introduced to "Operations Research" and be will/interested in future developments in this field. Although much of it is theoretical there does seem to be a possibility of practical application in certain fields of industry and administration.

Publications - Operations Research

Books and Pamphlets

- Military examples* Morse, P. M., and Kimball, G. E., Methods of Operations Research, John Wiley and Sons, Inc., New York, 1951. *BM*
- Best for over all* — McCloskey, J. F., and Trefethen, F. N., Operations Research for Management, The Johns Hopkins Press, Baltimore, Maryland, 1954.
admin. management Hist, tools. 7.00
- Johnson, Ellis A., The Application of Operations Research to Industry, U. S. Department of Commerce, Office of Technical Services, Washington 25, D. C., 1953. *pam 1.75*
- Math. studies Lectures* Massachusetts Institute of Technology, Notes from M.I.T. Summer Course on Operations Research, Technology Press, Massachusetts Institute of Technology, Cambridge, Massachusetts, 1953. *pam*
- National Research Council, Committee on Operations Research, Operations Research with Special Reference to Non-Military Applications, National Research Council, 2101 Constitution Avenue, Washington, D. C., April, 1951. *pam.*

Operations Research Journals

- Technical* Operational Research Quarterly, Operational Research Society, London, England, (1st issue, March, 1950).
- Recent. Not quite so technical* Journal of the Operations Research Society of America, Operations Research Society of America, Mount Royal and Guilford Avenues, Baltimore 2, Maryland. (1st issue, November, 1951).
- Management Science, Official Journal of the Institute of Management Sciences, Alex Orden, Secretary-Treasurer, Research Center, Burroughs Corporation, Paoli, Pennsylvania. (1st issue, October, 1954).
- Operations Research Digest *quarterly*
- Proceedings of Conferences

- University of Illinois, Proceedings of the Conference on Operations Research, 27 September 1951, Committee on Operations Research, National Research Council, Washington, D. C., 1952.
- Society for Advancement of Management, Proceedings of Operations Research Conference, New York City, January, 1954, Society for Advancement of Management, 74 Fifth Avenue, New York 11, N. Y.

*Case Institute
has done more than others*

Case Institute of Technology, Proceedings of the Conference on Operations Research in Business and Industry, Cleveland, Ohio, November 8-10, 1951, Case Institute of Technology, 10900 Euclid Avenue, Cleveland 6, Ohio.

Case Institute of Technology, Proceedings of the Conference on Operations Research in Marketing, Cleveland, Ohio, January 29-31, 1953, Case Institute of Technology, 10900 Euclid Avenue, Cleveland 6, Ohio.

*Eptenmic
expenses*

Case Institute of Technology, Proceedings of the Conference on Operations Research in Production and Inventory Control, Cleveland, Ohio, January 20-22, 1954, Case Institute of Technology, 10900 Euclid Avenue, Cleveland 6, Ohio. *price?*

Case Institute of Technology, Proceedings of the Conference on the Organization of Operations Research, Cleveland, Ohio, April 5-7, 1955, Case Institute of Technology, 10900 Euclid Avenue, Cleveland 6, Ohio.

Midwest Research Institute, Proceedings of Symposium on Operations Research in Business and Industry, April 8-9, 1954, Midwest Research Institute, 4049 Pennsylvania Avenue, Kansas City 11, Missouri.

To accompany talk for Springfield-Urbana Chapter,
American Society for Public Administration,
"Operations Research as a Tool of Administrative Decision,"
by Frederick Williams, U. of I. Dept. of Economics,
Allerton House, 2 November 1955.

ARCHIVES ACCESSIONS

November 1955

	<u>Vol.</u>	<u>Microfilm Reels</u>	<u>Documents</u>	<u>Drawers</u>
Illinois Liquor Control Commission				23
Secretary of State				
Bookkeeping Department	2			
Index Department			970	
Securities Department			7500	
Champaign County Recorder		32		
Mercer County Clerk	<u> </u>	<u>36</u>	<u> </u>	<u> </u>
	2	68	8470	23

ARCHIVES REFERENCE

November 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	93
Index cards	70
Railroad book	1

Executive Department

Executive record	1
Internal improvement records	13

Index Department

Election returns	3
Enrolled laws	9

General Assembly	7
------------------	---

Liquor Control Commission	8
---------------------------	---

Registration and Education Department

Beauty Culture	1
Registered Barbers	2
Real Estate Agent	1
Real Estate Broker	1
Real Estate Salesman	1

Service Recognition Board	4
---------------------------	---

State House Commission	3
------------------------	---

Waterways Division

Canal records	6
---------------	---

By Mail

Service Recognition Board	28
---------------------------	----

ARCHIVES REFERENCE

November 1955 (cont'd)

History

In Person

Governor's Correspondence	4
Executive File	45
General Assembly	1
Perrin Collection	4

By Mail

3

57

Family History

In Person

Name Index	24
Civil War Service Record	28

Census Records

U. S. Census

1840	4
1850	3
1860	7
1880	4

By Mail

Family History	44
----------------	----

War Service Records

Revolutionary War	1
Black Hawk War	1
Mexican War	1
Civil War	37
Spanish American War	2
World War I	1

157

ARCHIVES REFERENCE

November 1955 (cont'd)

Archival Technique

In Person*

0

By Mail

6

6

Grand Total

472

*Conferences with National Records Management Council and concerning State Records Commission not included.

ARCHIVES CATALOG

November 1955

Catalog Cards		Series	Secondary Cards	X Reference Cards	With- drawals
1867	General Assembly	3	8		
1869	General Assembly	4	7		
1871/72	General Assembly	59	160	33	
1953	General Assembly	1	3		
1955	General Assembly	1	1		
		68	179	33	167

179
 33

 212
 167

 679

Name Index

1850 Federal Census

Cumberland County*
 De Kalb County

3780
3000

6780

*This is the correct total for this county. Please delete previous statistics in September and October reports.

DEPARTMENTAL VAULT ADMISSIONS

November 1955

Adjutant General's Office	32
Attorney General's Office	3
Division of Architecture and Engineering	7
Auditor of Public Accounts	52
Civil Service Commission	39
Commerce Commission	4
Corporation Department	4
Executive Department	19
Finance Department	4
Department of Public Instruction	5
Insurance Department	4
Liquor Control Commission	3
Division of Parks and Memorials	1
Division of Mines and Minerals	3
Department of Registration and Education	21
Teachers' Retirement System	18
State Treasurer	6
Department of Public Works and Buildings	<u>2</u>
	239

PHOTOGRAPHIC LABORATORY

Report for November 1955

Offset Negatives

8 x 10	17
10 x 12	7
11 x 14	16
12 x 18	14
14 x 17	<u>15</u>
	69

Photostats

Negatives

State Library	2
Archives	8
Corporation Department	<u>5</u>
	15

Photographs

Film

8 x 10

8 x 14

Secretary of State

94

Archives

2

96

755

755

8

8

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

December 1955

Accessions.

Accessions were routine in nature. The 1954 Corporation reports were received but were not accessioned until January 1956.

Departmental Vaults.

The Superintendent of Public Instruction and the Auditor of Public Accounts transferred records to their vaults.

Staff.

Mrs. Barrington took a leave of absence December 15 to June 15. Miss Virginia Terry of Brownfield was appointed in her place. This leaves us with two new file clerks, Miss Terry and Mrs. Rosetta Perry Hudson, both of whom are taking hold very well.

Mrs. Ernest East was hospitalized twice during the month. We are happy to report that she is recovering though slowly.

The archivist was ill all month and although absent only 8 working days, the State got very little benefit from what she did try to do.

Miss Rosetta Perry became Mrs. Norman Hudson on December 31st. Gifts were presented to Mrs. Barrington and Mrs. Hudson on December 14th.

Archival Work Projects.

Corporation reports. This year the Corporation Department transferred only one year's accumulations, for 1954. Mr. Rountree reports that 1951-54 reports are unfiled A - H; I - M, all filed but 1954; part of M - R, 1952-54 not filed but being combined; S - Z all filed but 1954. Miss Terry is combining, unfolding and stapling reports, Mrs. Hudson is filing in the tens folders. Mrs. Reisch is writing new tens folders and replacing

some of the worn out folders. Mr. Rountree is final filing in the letter A. With three people filing and substantial progress already made we hope within a few months to catch up on the backlog of filing which has been plaguing us for several years since the Corporation Department decided to transfer records up to the current year instead of holding them back for several years. The active use of the files has been a hardship on the Reference Staff, but we hope soon to get and keep up to date. We are particularly anxious to be able to relieve Mr. Rountree of the slow job of final filing, because his other duties have prevented his accomplishing this completion of the work.

The archivist hopes to be able to complete the analytical cataloging of the General Assembly miscellaneous records in 1956, though the duties devolving upon her in getting the records management survey under way have put her sadly behind schedule.

Miss Scheffler has resumed work on the canal records and hopes to complete that group of records before long. She will then work on the General Assembly records.

Mr. Cassady hopes to complete the index controls over the deed and abstract files by the end of January. He will then resume the indexing of the insurance records.

Our index control over the census records is still lagging, though Mrs. Reisch is doing excellent and steady work. She expects to complete De Kalb County 1850 the first week in January. We now lack indexes to 3 counties in 1830, 59 in 1840 and 78 for 1850. We shall make every effort to complete this work, of course, though there are physical obstacles to doing the work fast.

Our history of state departments comes down through 1943 only, though in places the analysis has gone to a later date. The archivist had hoped to bring the biographical sections down to date before retiring, but this requires concentration which her duties do not now permit, and, because it is slow work she has decided reluctantly to let this go and to concentrate on achieving as full catalog control over the records as possible.

Reference Work.

Our reference statistics have been reduced by the transfer of the task of replying to Korean bonus inquiries to the Veterans' Commission. Inquiries concerning the World War II bonus are slackening off, though fewer of our replies can make use of form letters than formerly.

Mr. East continues to do most of the mail reference work, with occasional assistance from other members of the staff. His December report contains interesting data on the year's reference work, to which the archivist appends comments.

He remarks "Totals are probably less than the actual number of inquiries received for the Assistant failed to record a number. Inquiries on genealogy, Civil War service records and World War II bonus were the most numerous.

Inquiries came from every state except South Dakota and Vermont. We also had letters from the District of Columbia and British Columbia.

292 Illinois residents requested data on Civil War soldiers; 41 such requests came from California, 26 from Washington and 16 from Indiana. Most of these requests were for purely genealogical purposes, many to provide basis for membership in patriotic societies, some to provide data for grave markers on to complete the G. A. R. records of other states.

78 Illinois residents requested genealogical data, generally from census records; 54 requests came from residents of California, 31 of Kansas, 27 of Iowa and 26 of Oregon. Many of these were repeaters. Search was made in the census records of all counties except Ford and Pulaski. 12 searches were made for Knox County, 10 for Morgan. These figures relate to mail reference search, not to census searches made here in person. The fact that we have to limit the amount of research we can do for individuals seems to be understood by our patrons, who express gratitude for the generous amount of work we do for them. Even in refusing to comply with excessive demands, we try to send something to everyone.

We had 248 inquiries from Illinois on World War II bonus besides a large number of inquiries from the Illinois Veterans' Commission. Probably a large number of these Commission requests came from outside the State, but we have no way of knowing how many. 36 veterans or their lawyers or beneficiaries wrote from New York, 17 each from California and Indiana and 14 from Missouri. Many of the requests came from veterans claiming not to have received their bonus or seeking to reopen their cases. (The 1955 General Assembly provided for this on a limited basis through the Court of Claims). Some of these appeals are submitted through the Governor's office or Congressmen. Many inquiries relate to family disputes as

to proper beneficiaries, some relate to bonus payments made to or on behalf of veterans confined to institutions. A surprising number say that they knew about the bonus, but were in service or didn't need the money at the time the bonus was paid, but now, "Please send application blanks air mail." Quite a few requests are for special certification of residence required of persons filing for G. I. home loans.

Exhibit.

The current archival exhibit, planned and executed by Miss Scheffler, is a historical exhibit on State Buildings, in compliment to the recent opening of the new State Office Building. In this connection Mr. East is just completing a most interesting article of Illinois Libraries on the history of the building of the present Capitol. The Division of Reports did a little research on the subject in the Archives, their most interesting discovery being a corroboration of a claim made by the contractor for furnishing the stone for the new State Office Building that his firm had also furnished some of the facing stone on the Capitol.

Records Management Survey.

The Survey workers did not work the week between Christmas and New Years and have not yet put their full staff to work. A present they are finishing the surveys in the Departments of Public Health and Registration and Education and have done some work in the Aeronautics Commission. We have not been informed as to their plans for working in other departments. Several applications for authorizations to destroy records or to put them under retention schedules came to the State Records Commission in December as the direct result of their recommendations.

Archives Building.

We loaned 10 mesh doors to Mr. Walsh.

The Conference Room was used as follows: December 1, State Library Advisory Committee; December 6, State Library staff meeting; December 7, State Records Commission.

Miscellaneous.

The State Library was closed December 23-26 and December 31 - January 2.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

December 1955

Documents

Secretary of State

Index Department

Deeds to State property (5 cases)	28
--------------------------------------	----

Securities Department

Financial and trust statements	1900
--------------------------------	------

Illinois Legislative Council

Research materials (2 cases)	100*
------------------------------	------

Adjutant General

Muster in rolls, 1898	<u>11</u>
	2039

*Estimated

ARCHIVES REFERENCE

December 1955

State Business

In Person

Secretary of State

Corporation Department

Annual reports	83
Index cards	60
Railroad volume	1

Executive Department

Executive Record	1
Trade Marks	4

Index Department

Election records	1
Enrolled laws	24
Leases and contracts	1

Adjutant General

World War I bonus	1
-------------------	---

General Assembly

Council of revision	1
House and Senate bills	3

Insurance Department

Reports	2
---------	---

Liquor Control Commission

Applications	1
--------------	---

ARCHIVES REFERENCE

December 1955 (cont'd)

State Business

In Person

Registration and Education Department

Applications for License

Beauty Culture	1
Real Estate Salesmen	2
Registered Barber	1

Service Recognition Board	1
---------------------------	---

Waterways Division

Illinois and Michigan Canal	2
Waterways investigation reports	6

By Mail

Service Recognition Board	31
---------------------------	----

Adjutant General

World War I	1
	<hr/> 228

History

In Person	7
-----------	---

By Mail	7
	<hr/> 14

Family History

In Person

Census records

1840	1
1845	1
1855	4

Federal

1840	3
1850	7
1860	1
1880	1

ARCHIVES REFERENCE

December 1955 (cont'd)

Family History (cont'd)

In Person

County Histories	8
Name Index	15
War Service Records	
Civil War	15
Spanish American War	2

By Mail

Genealogy	53
War Service Records	
Revolutionary War	3
War of 1812	1
Civil War	14
Spanish American War	1
	<hr/>
	130

Archival Technique

In Person*	0
By Mail	4
	<hr/>
	4
	<hr/>
Grand Total	386

*Statistics of consultations concerning Records Management
Survey and State Records Commission not kept.

ARCHIVES CATALOG

December 1955

Catalog Cards

27th General Assembly	1871/72
Series cards	114
Secondary cards	421

1955 General Assembly

Series cards	<u>2</u>
	537
Withdrawals	<u>28</u>
Net	509

Name Index

Illinois and Michigan Canal	123
De Kalb County Census, 1850	<u>3508</u>
	3631

DEPARTMENTAL VAULT ADMISSIONS

December 1955

Adjutant General's Office	11
Attorney General's Office	3
Auditor of Public Accounts	45
Civil Service Commission	33
Commerce Commission	1
Corporation Department	3
Executive Department	20
Department of Conservation	1
Finance Department	2
Index Department	1
Department of Public Instruction	3
Insurance Department	2
Department of Mines and Minerals	1
Department of Registration and Education	35
Securities Department	2
Supreme Court	1
Teachers' Retirement System	16
Treasurer	7
Division of Waterways	8
Department of Public Welfare	1
Department of Public Works and Buildings	<u>4</u>
	200

PHOTOGRAPHIC LABORATORY

December 1955

Offset Negatives

4	8 x 10
19	10 x 12
10	11 x 14
13	12 x 18
<u>5</u>	14 x 17

51

Photostats	<u>Negatives</u>	<u>Positives</u>
State Library	5	
Archives	151	4
For Waterways Division	111	
Corporation Recording	<u>18</u>	—
	235	4

Photographs	<u>Negatives</u>	<u>8 x 10</u>
State Library	28	72
Secretary of State	<u>129</u>	<u>598</u>
	157	670

Motion Picture

Dedication of new building	20 ft.
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